



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

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	June 24, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Tyler Morehead, President				Joe Snook	
Mindy Aulenbach, Vice President				Carole Culbertson	
Lawrence Bivins, Treasurer				David Dean	
Nancy Kelley				Steve Casey	
Samantha Shepard				Tede Price	
Jim Huser				Jackie McCormick Heanue	
Casey Crawford					
Jon Ellis					
Wesley Fields					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
AGENDA ITEMS:					
Approval of Minutes of May 27, 2020 Regular Park Board Meeting	Supporting documentation (see pages 1-6.) No questions or discussion.				Treasurer Bivins made a motion to approve the minutes of May 27, 2020; seconded by Vice President Aulenbach. Motion carried unanimously.
Treasurer’s Report – May 2020	Supporting documentation (see pages 7-16.) Treasurer Bivins explained to the new Board Members the purpose and content of the Treasurer’s Report, then read the Treasurer’s Report for May 2020. No questions or discussion.				Vice President Aulenbach made a motion to accept the Treasurer’s Report for May 2020 as read; seconded by Ms. Kelley. Motion carried unanimously.
Sales Tax Report – June 2020	<p>Supporting documentation (see pages 17-18.) Ms. Culbertson explained the report contains the sales tax receipts we receive each month, usually reported around the 7th or the 9th of each month. She explained there is not a consistent cutoff and the numbers fluctuate significantly each month, noting it is better to track on a prior year basis. She also said the EATS generally lag a little bit until the end of year financials are posted.</p> <p>Mr. Ellis asked if sales tax seemed to be falling behind through the months prior to the pandemic. Ms. Culbertson explained it was anticipated the numbers would be falling behind, but it doesn’t seem to be occurring, and we seem to be tracking ahead of last year.</p> <p>Mr. Fields asked what the basis was for setting the budget. Ms. Culbertson explained she relies on the City’s Finance and Administration Departments for information and guidance. She also explained until the year end numbers are “trued up” we won’t have a clear comparison of the two years.</p> <p>Mr. Snook noted this is one of the few areas where LSPR is reliant on the City, because they receive the sales tax information, and we rely on those projections to prepare our own projection for the Parks Department budgets. Ms. Culbertson reiterated we are not able to see a lot of detailed data, which is why we rely on Finance and Administration to provide information and guidance.</p>				No Board Action.
NEW BUSINESS					
Lee’s Summit Football Association and Lee’s Summit Soccer Association Youth Sports Agreements 2020-2021	Supporting documentation (see pages 19-46.) Ms. Chestnut explained the changes shown in the attachments are essentially the same language changes as those the Board reviewed and approved for the softball and baseball agreements earlier this year, and noted the Youth Sports Associations have reviewed and agreed to the changes.				Treasurer Bivins made a motion to approve the Lee’s Summit Football Association and Lee’s Summit Soccer Association Youth Sports Association Agreements for 2020-2021:



	<p>Mr. Snook explained LSPR has agreements with four associations – Lee’s Summit Baseball Association, Lee’s Summit Girls Softball Association, Lee’s Summit Football Association and Lee’s Summit Soccer Association. They are all not for profit corporations and we recognize them as the exclusive providers of their respective sports. There are responsibilities outlined associated with maintenance as well as operations of their programs in each of the Agreements.</p> <p>Mr. Snook highlighted one provision of the Football Agreement related to parking lot conflicts which the groups experienced in past years. Language was incorporated into the Agreement for the Football Association’s exclusive use during peak times to address the issue. He also reiterated the Associations are supportive of the changes presented, and the content is consistent with agreements presented to the Board in December for Baseball and Softball. He explained the Agreement renewal dates are split up throughout the year to coincide with downtimes for the respective sports.</p> <p>Mr. Ellis asked about the liability requirements and asked whether the Associations manage those issues generally or whether LSPR gets brought in. Mr. Snook explained LSPR often gets brought in when issues arise, as the owner of the property. He explained Ms. McCormick Heanue coordinates the defense of these matters for the Department. Mr. Ellis asked whether the Board is notified when these issues occur. Mr. Snook explained he provides the Board regular updates, usually in Closed Session.</p> <p>Mr. Fields asked whether the redline version is a modification of the existing agreement. Mr. Snook confirmed the redline document contains the modifications. Mr. Fields asked whether the agreements had been approved by the entities already. Mr. Snook explained the process for the renewal agreements, which includes meetings and discussions with the associations’ representatives. He explained once the agreement is in a format acceptable to staff and the association, the YSA Subcommittee of the Park Board reviews the Agreements, which are then brought to the Board for final approval.</p> <p>Mr. Crawford asked about the authority to approve third party entity tournaments, expressing his concern that some entities are putting information out that LSPR is the sole entity responsible for canceling events this season. He questioned how these types of issues are being handled by the Association. Mr. Snook explained the process, beginning with tournament providers reaching out to Association representatives to determine whether the dates are appropriate. After preliminary approval, a form is submitted to the Administrator of Parks and Recreation for final approval. Unless there are extenuating circumstances, tournament applications generally get approved by LSPR. However, he noted this year is very different. He explained he communicated with all Association representatives due to the guidelines established by the Health Department, he is unable to approve any plans for tournaments prior to Phase III of the Jackson County reopening plans, and said it is possible the YSA’s could have told tournament providers there would not be any approved tournaments before August 1 in light of this. He also noted there have been some challenges with tournament providers in prior years but staff continuously works with the YSA groups to address issues as they arise.</p> <p>Mr. Crawford explained his concern that there is no protection from loss of revenue from declining tournaments, and expressed concern the Associations could come after LSPR for loss of revenues as a result of LSPR’s denial of the opportunity to generate revenue.</p> <p>Mr. Snook explained tournaments are intended to be “icing on the cake” for the entities, and the expectation is they operate programs in a manner to cover their expenses, though he noted he recently learned one of the YSA’s uses the tournaments to balance their budget. Mr. Snook explained the President of the Association is new and was also surprised to learn this was the case. Mr. Snook explained tournaments are very demanding on the YSA’s volunteer forces.</p>	<p>seconded by Ms. Kelley. Motion carried unanimously.</p>
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	<p>Mr. Crawford asked for the issue of lost revenue due to tournaments being declined be reviewed for future Agreements.</p> <p>Mr. Bivins asked whether the Board should approve the Agreements separately or together. Mr. Snook stated the motion could contain both Agreements.</p>	
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 47-56.) No questions or discussion.	No Board Action.
<b>Capital Projects Plan</b>	<p>Supporting documentation (see pages 57-74.)</p> <p><b>Howard and Summit Park Improvements:</b> Mr. Casey reported for all intents and purposes the Summit and Howard Park Improvement projects are wrapped up, with the exception of the 9 hole disc golf course at Howard Park and some work to be completed on the practice fields and backstops at Summit Park, both of which will be completed by staff. Although the amenities are completed and ready for use, LSPR is still awaiting guidelines from Jackson County with regard to opening the new restrooms, playgrounds and splashpad. He stated the tennis courts are open and appear to be getting a lot of use. It is anticipated this will be the last update on these projects, pending the receipt of closeout documents from the contractor, and an End of Project Report will likely be presented at the July meeting.</p> <p><b>Lowenstein Park Improvements:</b> Mr. Casey reported staff has completed a punchlist walkthrough with the Developer's contractor, and the improvement items outlined in the Agreement between Parks and Drake Development are in the process of wrapping up. He explained once the Developer's work is complete, the project will move into Phase II of the improvements, with new playground equipment, fitness equipment and outdoor shelters to be completed by staff in house. Mr. Casey acknowledged there has been concern expressed regarding the appearance of the pond constructed by the Developer, and reiterated the work is still in progress, with re-engineering currently taking place to adjust the water level. He said the water elevation is expected to rise 3-4 feet with the re-engineering.</p> <p>Mr. Morehead thanked Mr. Casey for the update on the pond, as it appeared to be an eyesore, and was good to hear there were adjustments being made. Mr. Casey explained the pond was intended to be a runoff area and once everything is developed there should not be much fluctuation in the height. Ms. Kelley asked whether the fitness equipment has already been selected for the park, and asked whether anyone from staff has seen the Berkley Park equipment, noting her daughter has been to the park and expressed excitement over the products. Mr. Casey explained the Berkley equipment was reviewed during the selection process, and equipment has already been selected for the Lowenstein project. Information about the equipment will be included in future Board meeting packets.</p> <p><b>Wave Pool @ Summit Waves:</b> Mr. Dean reported the Summit Waves Aquatics Facility will open to patrons on Saturday, June 27, 2020, and noted the contractor and subs have been working very hard in conjunction with staff to get prepared. The punch list was reviewed last Wednesday, and subs have been working diligently to complete by end of day Thursday. A final walk through will take place on Friday. There are some items which will be addressed after the season, but those items will not have an impact on this season's operations. He noted the construction fencing has come down, and Brooke and her team will work on final landscaping outside the fence and hydroseeding in the coming days. Mr. Dean reported Devin Blazek and Grace Carson on the Aquatics team have been working hard to get staff hired and trained and ready to go for Saturday.</p> <p>Treasurer Bivins asked what the age was for children to be allowed into the facility without an adult, and Mr. Dean reported the minimum age is 10 years old. Mr. Snook shared a promotional video prepared by staff for the new wave pool and offered a tour of the facility and the new wave pool to Park Board members</p>	No Board Action.



	<p>tomorrow afternoon. He reiterated how amazing the wave generation system is, and noted the video does not do the amenity justice.</p> <p>Mr. Ellis asked how the Department plans to handle the constant adjustment of capacity numbers for facilities related to COVID. Mr. Snook explained the plan LSPR submitted to the County, which was approved, limits capacity of bather load to 36 square feet per person, which amounts to 600 patrons. He explained this was being achieved through a couple of different means, stating the first phase will not allow the sale of single visit passes, allowing resident season passes only, which also allows LSPR to contact trace. He reported there were 727 passes sold as of Wednesday morning. He also noted the average season pass holder stays at the facility an average of 2 hours.</p> <p>Mr. Snook explained the allowed capacity numbers will increase significantly when the County moves to Phase III, and the flexibility will be greater. Staff is confident in the processes in place currently, and are hopeful to be able to offer single visit passes soon.</p> <p>He explained with regard to staffing, we are doing pretty good, but can always use more lifeguards. As of today, we have approximately 100 lifeguards, and are able to run the facility safely. In addition, there are several components of usual operations, like special events, rentals and swim lessons, where staff will not be needed this year due to restrictions related to COVID.</p> <p>Mr. Ellis asked whether there is a crisis plan in place if someone states they contracted COVID-19 at the facility. Mr. Snook explained LSPR would contact the County and work with the City. Mr. Snook also explained staff is being screened on a daily basis, and if they show any symptoms, they will be sent home.</p>	
<b>Fundraising Update</b>	<p>Supporting documentation (see pages 75-77.) Mr. Dean explained the fundraising program is generated through a third party sponsorship contractor, whose objective is to generate revenue for the Department. There are 2 basic packages: 1) the Banner Program, which is \$15,000 per year with a 3 year commitment, and results in 32 banners throughout the system and sponsorship logos in other areas; and 2) the Amphitheater Program, which is \$3,250 per year. We accept up to 14 banner sponsors and 10 amphitheater sponsors annually. Sponsors also have the opportunity to set up booths at some facilities and activities throughout the year.</p> <p>Mr. Dean noted there are several outstanding payments on the report, but several are due this week, and we are hopeful to receive them soon. He also noted some vendors are on a payment plan due to the COVID crisis.</p> <p>Mr. Huser noted the signs at the Baseball fields at Legacy Park are pointed away from the fields. Mr. Dean explained this was one of the things staff did to try to give more visibility and exposure during the closure of the facilities due to COVID.</p> <p>Mr. Ellis asked about the sponsorship coordinator, and whether he sells for other Parks Departments as well. Mr. Dean explained he used to work with Jackson County Parks and Recreation but he does not believe he works for any other parks and recreation agencies anymore. Mr. Snook explained this service is bid out on a regular basis, and was in fact just re-bid.</p> <p>Mr. Fields asked whether staff believes there will be an issue collecting all the anticipated dollars before the end of the year. Mr. Snook indicated staff has been working with sponsors to accommodate concerns regarding COVID, and we intend to fully collect, but the funds will not all be collected prior to the end of the fiscal year.</p> <p>Mr. Ellis asked whether LSPR would be in the position of needing to suspend any sponsorship services. Mr. Snook expressed there is one sponsor for whom we may be close to the point of revoking benefits. Mr. Ellis asked whether staff or the contractor has the interactions. Mr. Snook explained the contractor generally handles those matters with the sponsors, serving as the go-between for LSPR staff.</p>	No Board Action.



	<p>Mr. Huser asked whether the contractor has exclusivity with the companies. Mr. Snook explained if the sponsor leaves, LSPR keeps the sponsor, citing there are obvious relationship issues that would need to be considered if the sponsorship coordinator service provider changes in the future.</p> <p>Mr. Huser noted the opportunity for businesses to know public information during the bid process and pointed out the possibility for the current sponsorship coordinator to be out bid due to the publicly available information.</p>	
<b>NEW BUSINESS</b>		
<b>PATRON COMMENT REVIEW</b>		
<p>Supporting documentation (see pages 78-80.) Mr. Snook explained the report this month is very atypical due to the closure of operations for the past several months, and typically there are many more comments from patrons to review.</p> <p>Treasurer Bivins asked about the DeShae Mormon situation and whether it was resolved as best as possible given the circumstance, and asked when the picture was taken in relation to her complaint or when she interacted with the other patron. Mr. Snook reported staff was trying to determine when the photo was taken. He reported it was assumed she took the picture after the photo of the other patron on the treadmill was taken and after she was approached about her attire. Mr. Snook explained when staff contacted her, she acknowledged she knew what the rule was, but she was not going to follow the rule, and was going to wear a weight belt, which later came off. It was also discovered the other patron was not aware of the rule and once made aware made adjustments to her shirt to avoid showing her midriff.</p> <p>Ms. Shepard asked the purpose of the midriff rule. Mr. Snook explained it minimizes skin contact and sweat on machines, and also advances a family friendly and welcoming environment. He acknowledged some individuals will make good decisions and others will make bad decisions about their wardrobe and this is an easy way to keep things as neutral as possible. He noted most Gold Medal agencies have a similar rule. Ms. Shepard asked whether men are held to the same standard, and whether there was a rule for shorts, and noted there are a lot of crop tops for workouts that are in fashion right now. Mr. Snook noted this was a level chosen when the facilities first opened, and stated he could not recall any incidents with the rule in the past. He reiterated the issue had to do with a rule and had nothing to do with race. He acknowledged staff will fall short from time to time in consistent enforcement of our rules, but we try to work hard to ensure consistency and accuracy. Ms. Shepard wanted to express her issue and concern was not related to race but was more gender focused, and wanted to make sure LSPR is a leader in making people feel comfortable and welcome in the environment.</p> <p>Mr. Crawford asked what type of training is done with respect to facility rules for new staff. Mr. Snook explained extensive training is completed with all new staff, and includes shadowing existing staff. He stated staff should be versed in every posted rule and should have a general understanding of all facility rules, but acknowledged we have young staff who may not have the experience or confidence to address issues immediately. When this is observed, we work to coach our staff, or address deficiencies in other ways. Mr. Snook shared his observation of staff working hard to address the additional requirements during COVID, and said more often than not we find our staff working to address the needs of the organization and patrons in a professional and exceptional manner.</p> <p>Treasurer Bivins pointed out comments No. 7 and 8 regarding the great work being done by staff to keep the facilities clean.</p>		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 81-83.) 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>Although Summit Waves will officially open for business on Saturday, it has been decided to postpone the Ribbon Cutting celebration until after the season closure of the facility in hopes of being able to hold a bigger event.</li> <li>Tede Price has rescheduled 2 of the 3 ticketed Amphitheater events which had to be canceled this year due to COVID. The ticketed events will take place next year instead, which also gives us a leg up on planning for next year's events.</li> <li>There has been substantial discussion with the metro directors of Eastern Jackson County regarding reopening of playgrounds, and there will be a proposal submitted to Jackson County tomorrow for consideration to open prior to the beginning of Phase III. Most communities surrounding Eastern Jackson County have already opened playgrounds, and enforcing the closures has become increasingly difficult.</li> </ul> <p>Mr. Snook also provided general participation data to the Board related to the reopening of facilities, noting it is clear people are still being very cautious, but numbers appear to be increasing each week, which is encouraging.</p> <ul style="list-style-type: none"> <li>Lovell Community Center – reopened May 26: participation is at approximately 36% of the numbers from the same time period last year.</li> <li>Longview Community Center – reopened May 26: participation is at approximately 61% of the numbers from the same time period last year.</li> <li>Gamber Community Center – reopened June 8: approximately 400 visitors total, including patrons participating in rentals.</li> <li>Camp Summit: 400 total campers enrolled this year, capped to residents only. Average participation is about 200. Normal average weekly participation is approximately 450.</li> </ul>		
<b>BOARD ROUNDTABLE</b>		
<p>Mr. Crawford asked whether there is a plan to have any amphitheater events this summer. Mr. Snook reported there are 3 events still scheduled at this time, 2 free events in August and 1 ticketed event for September. The Phase III plan currently in place may be adjusted, however, and given the current restrictions, it is not likely we will be able to hold the events based on the numbers being allowed at outdoor environments.</p>		



Mr. Huser asked about an update on the unrest at Lea McKeighan North, when the police were called. Mr. Snook explained the situation was being handled by LSPD and also explained LSPR staff is cooperating as needed.

Mr. Huser noted there is often an off duty police officer at Lovell Community Center when there is a spike of youth activity and questioned whether having police presence at Lea McKeighan was being considered in order to curb inappropriate activity. Mr. Snook explained he is working with the Chief of Police to develop a plan, and those discussions are ongoing. He noted the police have narrowed down Monday and Friday nights to be peak nights for gatherings. Police are going by fairly regularly, and do not have a problem going in and monitoring the situation. Mr. Snook explained there would be concrete plans established for both police and LSPR staff observation of the activity in the near future, and those plans would be shared with the Board. He also noted the activity seems to be pretty organic, for example, someone posts on social media to play volleyball, and the next thing we know there are 100 people there, but it doesn't appear to be an organized gathering. He also noted Blue Springs is experiencing the same situation with their outdoor volleyball courts.

Mr. Crawford welcomed Mr. Fields and Mr. Ellis to the Board.

Ms. Kelley noted her daughter has been going to a lot of parks with her children, and wanted to pass along she observes the parks look so clean and nice. She also asked when the statue would be installed at Summit Park. Ms. Price reported there was a piece of the sculpture that needed to be repainted and we are supposed to hear this week on a schedule for the installation. Mr. Snook also mentioned the Twisted Sister piece at Legacy Park Amphitheater, which has already been installed and recommended going out to look at it on a windy day.

Treasurer Bivins welcomed Mr. Fields and Mr. Ellis to the Board and invited to take them to lunch to get to know them each better.

Vice President Aulenbach thanked Mr. Fields and Mr. Ellis for their willingness to serve on the Board, and noted it is a good group of people and a wonderful organization. She also recognized all the work for current operations and planning for the future, all while dealing with various aspects of the virus. Ms. Aulenbach reported she has been working on Committee assignments and asked the Board to express any concerns with the assignments to her in the next few days. She presented the following slate of committee members for the upcoming year, and asked anyone who had concerns to please let her know as soon as possible:

- Jim Huser, Casey Crawford and Samantha Shepard – Budget Committee
- Lawrence Bivins, Nancy Kelley and Wesley Fields – Personnel Committee
- Casey Crawford, Jon Ellis and Samantha Shepard – Youth Sports Committee
- Tyler Morehead and Nancy Kelley – Foundation Committee

Ms. Aulenbach expressed how fortunate the Board has been to have Mr. Morehead as our leader not only for the last 2 years, but a majority of the previous 2 years, and thanked him for the outstanding job.

Mr. Morehead complimented the Board for their enthusiasm and hard work, and commented he believes LSPR also has of the best staffs in the nation in Parks and Recreation. He stated he is excited about the future.

Mr. Ellis expressed his pride in Mr. Morehead and expressed his excitement to be part of the Board and working with both people he has known for a long time and those who are new to him. He is excited to help LSPR be transparent, share our story, help guide staff to do a wonderful job, and be the ears for the community.

Mr. Fields thanked staff and Joe for the orientation and the amount of information covered during the meetings, noting the orientation was impressive, and the diligent work was appreciated. Mr. Fields also expressed his excitement to be part of LSPR.

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

None.

#### MEETING ADJOURNMENT

**Closed Session** – A motion was made by Treasurer Bivins pursuant to Section 610.021(3) of the Revised Statutes of the State of Missouri pertaining to hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded and pursuant to §610.021(13) of the Revised Statutes of the State of Missouri pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment to go into closed session; seconded by Vice President Aulenbach. Roll Call: Aye - President Morehead, Vice President Aulenbach, Treasurer Bivins, Ms. Kelley, Ms. Shepard, Mr. Huser, Mr. Crawford, Mr. Ellis, Mr. Fields.