



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	September 23, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Mindy Aulenbach, President		Jon Ellis		Joe Snook		Hillary Shields, Council Liaison	
Lawrence Bivins, Vice President		Wesley Fields		Carole Culbertson		Jackie McCormick-Heanue	
Jim Huser, Treasurer				David Dean		Jodi Jordan	
Casey Crawford				Steve Casey		Ryan Gibson	
Nancy Kelley				Brooke Chestnut		Eric Schooley	
Tyler Morehead				Tede Price			
Samantha Shepard				Dana Thurber			
AGENDA ITEM		DISCUSSION (Findings/Conclusions)					RECOMMENDATIONS/ ACTIONS
Presentations:							
Employee of the 1 st Quarter Presentation		Mr. Snook introduced Eric Schooley, Maintenance Supervisor at Longview Community Center, as the Employee of the Quarter for the 1 st quarter of 2020. Mr. Snook congratulated Mr. Schooley and thanked him for his hard work. President Aulenbach also congratulated Mr. Schooley and thanked him for his contributions to Lee’s Summit Parks and Recreation.					
Employee of the 2 nd Quarter Presentation		Mr. Snook introduced Jackie McCormick-Heanue, former Superintendent of Legal Services and Human Resources, as the Employee of the Quarter for the 2 nd quarter of 2020. He noted the department’s ongoing challenges related to the pandemic during the 2 nd quarter. Ms. McCormick-Heanue was the COVID-19 Coordinator for the organization, providing guidance for the reopening of facilities and programs. Mr. Snook also recognized her contribution in legal and human resource matters since joining the department. Ms. McCormick Heanue was very humbled by the remarks and thanked everyone. She noted the response to the pandemic required an extra effort by numerous LSPR staff. President Aulenbach thanked Ms. McCormick-Heanue for her assistance while transitioning to the President position and for her contribution to LSPR.					
Employee of the Year Presentation		Mr. Snook introduced Ryan Gibson, Harris Park Community Center Manager, as the 2019 Employee of the Year. Mr. Snook congratulated Ryan and described him as a superstar of the department. He recognized Mr. Gibson for his responsibility for the management of Summit Ice, in addition to his responsibilities of the Camp Summit program. Mr. Snook added that in the previous year, when the relationship with the outside contractor for Summit Ice was terminated and the operation brought in-house, an extra effort was required to make the transition successful. Mr. Gibson stated it was an honor to be recognized; adding that LSPR is an extraordinary group of people; from Park Board to all areas of the department. Being chosen as the Employee of the Quarter and Employee of the Year were goals when he started with LSPR. He noted there are a couple of LSPR staff who have won the Employee of the Year more than once; therefore, he has a new goal. President Aulenbach noted his efforts have shown and thanked him for all his effort for the department. Ms. Kelley asked if a goal was to become the Administrator of Lee’s Summit Parks and Recreation. Mr. Gibson stated he would let Mr. Snook keep that seat warm for now; however, one day he would like the view from Mr. Snook’s office. Ms. Kelley noted Mr. Gibson is a great employee and appreciates having him on the LSPR staff. Mr. Snook commented he is feeling the heat since he has never won Employee of the Year. Mr. Snook congratulated Mr. Gibson.					



AGENDA ITEMS:		
Approval of Minutes of August 26, 2020 Regular Park Board Meeting	Supporting documentation (see pages 1-5). No questions or discussion.	Vice President Bivins made a motion to approve the minutes of August 26, 2020; seconded by Mr. Morehead. Motion carried unanimously.
Treasurer's Report – August 2020	Supporting documentation (see pages 6-15). Treasurer Huser read the August 2020 Treasurer's Report. No questions or discussion.	Ms. Kelley made a motion to accept the Treasurer's Report for August 2020; seconded by Vice President Bivins. Motion carried unanimously.
Sales Tax Report – September 2020	Supporting documentation (see pages 16-17). No questions or discussion.	No Board Action.
BOARD APPROVAL ITEMS		
EITAS Funding Request	Supporting documentation (see pages 18-20). Mr. Snook presented a resolution to support an application for an EITAS grant. Ms. Jordan, Assistant Superintendent of Recreation, noted the same \$25,000 grant was received in 2017 for a piece of inclusive play equipment at the Joseph A Dyke playground. The goal is to apply for the grant to add inclusive recreational playground equipment to our park system as renovations occur. The timing of the grant application coincides with the redevelopment of Pleasant Lea Park. In this case, instead of a specific piece of equipment being identified, the request is for funds to be used for equipment identified during the Request for Proposal process. The application has been submitted with examples of equipment and their associated costs. A resolution from the Park Board is the final submission and is due by October 2 nd . Mr. Snook stated that staff is seeking Board approval to move forward with the grant noting that if the grant were to be awarded, the money would be used to purchase a piece of inclusive equipment to be incorporated into the playground. He added a grant application for \$250,000 has been submitted to the Land and Water Conservation Fund to provide funding towards the renovation of the park. In addition, the Legacy for Parks Foundation will provide additional funding. President Aulenbach noted the proposed motion on page 19 and asked for any further discussion. There were no further comments.	Vice President Bivins made a motion to approve a Resolution approving the submission of an application to Developmental Disability Services of Jackson County – EITAS for Inclusive Playground Equipment at Pleasant Lea Park. Seconded by Ms. Kelley. Motion carried unanimously.
CARES Act Funding Request	Supporting documentation (see pages 21-22). Mr. Snook noted the next two approval items are related to the CARES Act funding received by the City of Lee's Summit of approximately \$5,900,000. LSPR identified several improvements needed to create a touchless environment in restrooms in facilities and parks. The items being brought to the Board for approval is because they exceed the \$50,000 purchasing threshold. Ms. Chestnut noted the memo outlines the costs associated with transitioning all toilets, sinks and indoor drinking fountains to touchless throughout the facilities and parks. She added that the total cost is based on quotes received from the plumbing contractor. Vice President Bivins asked to add language to the motion identifying the funding source as CARES Act funds. Mr. Snook suggested additional language to amend the motion. Vice President Bivins concurred and made the motion using the additional language. Mr. Crawford asked how the use of CARES Act funding was identified. Mr. Snook noted the use of CARES Act funding is very specific and once the limitations were understood, staff identified projects that fell within those limitations. He added the City identified similar improvements through their facilities to create a touchless environment. The restrooms at the Legacy Park sports venues are also included in the improvements identified by LSPR. Mr. Crawford asked if there were any improvements identified but were not funded. Mr. Snook stated all identified expenditures were included in the funding allocated to LSPR, including the reimbursement of PPE and staff time specific to COVID-19. Mr. Crawford asked whether the City has placed a cap on the spending amount. Mr. Snook noted the cap is the approximately \$5,900,000 appropriated to the City of Lee's Summit. He added that he represented LSPR on the work team to prepare the list of expenditures to present to the City Council. The team met several times over several weeks to identify a list of needs. To meet the tight turnaround to identify needs, Mr. Snook worked extensively with	Vice President Bivins made a motion to approve the spending of CARES Act funds, not to exceed \$238,510 with city contractor Mechanical Piping LLC for the purpose of upgrading current facilities to touchless fountains, faucets, toilets and urinals as outlined in this memo. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with this project. Seconded by Ms. Kelley. Motion carried unanimously.



	<p>staff to identify needs and to obtain quotes from the vendors for the estimated costs. Mr. Snook noted that some of the estimates used may be high, while others low, but that he is confident the department will be able to complete the list of improvements with the funds allocated to the department and have a surplus. Mr. Crawford asked if LSPR had previously worked with Mechanical Piping LLC. Mr. Snook answered yes, adding that both vendors are long-term City contractors.</p> <p>Mr. Snook added the funding has gone through the City's approval process. Vice President Bivins asked Mr. Snook whether there were any desired improvements not included on the list. Mr. Snook answered no, that he worked extensively with staff to identify the needed improvements.</p>	
Installation of Touchless Doors	<p>Supporting documentation (see page 23). Mr. Snook noted this item is also related to CARES Act funding to create a touchless environment. Mr. Snook introduced Eric Schooley, Maintenance Supervisor at Longview Community Center. Mr. Schooley led the project to identify doors at the community centers that could be converted to touchless. The three listed are Lovell, Longview and Harris Park Community Centers. Gamber Community Center already has touchless entry doors. Mr. Schooley referred to the memo regarding the Harris Park Community Center. He stated the opening at the Harris Park Community Center is too narrow to install sliding doors. Instead, a wave plate will be installed which will open the right side door when entering and exiting. The door will still function as a regular door, as it may take some time to get used to using the wave plates.</p> <p>Mr. Crawford asked whether the department is communicating with patrons the utilization of CARES Act funds to enhance the facilities and to make a safer environment. Mr. Snook answered no but noted it as a good suggestion. Once the work to transition to touchless has begun, communication will be created to educate the community. Mr. Crawford added the communication would provide reassurance to our patrons that measures are being taken to provide a safe and hygienic environment.</p> <p>Mr. Snook suggested the same additional language to amend the motion to include verbiage regarding CARES Act funding.</p>	<p>Vice President Bivins made a motion to approve the spending of CARES Act funds for the purchase and installation of touchless doors in the amount of \$64,562 at Longview, Lovell, and Harris Park Community Centers. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with this project. Seconded by Ms. Shepard. Motion carried unanimously.</p>
OLD BUSINESS		
Projects and Services Review	Supporting documentation, (See pages 24-33). No questions or discussions.	No Board Action.
Capital Projects Plan	<p>Supporting documentation (see pages 34-37).</p> <p>Lowenstein Park Improvements: Mr. Casey stated there has been good progress in the last month. The outdoor fitness equipment has been installed. LSPR staff is in the process of installing the new park shelters. The playground equipment contractor will begin installation of playground equipment and will be onsite for potentially the next two weeks. The developer is making some repairs and installing a new water feature on the pond. The weather has cooperated and the project is moving forward.</p> <p>Ms. Kelley asked whether the outdoor exercise area is available for use. Mr. Casey stated the equipment is installed; however there is still surfacing to be installed. Therefore, there is caution tape around the equipment.</p> <p>President Aulenbach thanked Mr. Casey noting the progress on the project.</p>	No Board Action.
Fundraising Update	Supporting documentation (see pages 38-40). Mr. Dean stated an additional payment has been received since the publication of the report and the payments for September are on track. He noted that several sponsors experienced a tough time in past months; therefore, a payment plan was established. In addition, the Sponsorship Coordinator has secured a renewal contract with Harmon Flooring for another three years.	No Board Action.
NEW BUSINESS		
Velie Park Update	Mr. Casey provided an update on the park since the vandalism in May. A portion of the existing playground equipment from Lowenstein, which is being replaced, has been moved to Velie Park prompting a desire for improvements to the park	No Board Action.



	<p>by the neighborhood. Mr. Casey noted improvements to the park are in long range planning in two to three years. Due to the vandalism and the feedback from the neighbors, staff began reviewing the schedule for improvements to the park. Mr. Casey presented a tentative schedule for the next several months. A survey has been distributed to the public with over 200 responses received for staff to review. The next step will be input from the neighborhood. Staff will conduct a “neighborhood meeting” in some form and a working taskforce will be established. The intent is to have a project in next year’s capital budget for renovations to the park.</p> <p>President Aulenbach stated she had received positive responses since the playground equipment was replaced.</p>	
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PATRON COMMENT REVIEW

Supporting documentation (see pages 43-50). Treasurer Huser referenced comment number 8 and asked whether masks are required when playing pickleball. Mr. Snook stated no; adding that after the onset of COVID-19, when facilities were being reopened, masks were required, however, that has since changed. He added that masks are required when they are entering/exiting the facility or waiting to play. Vice President Bivins noted at the celebration at Summit Park for outgoing Park Board members Nick Walker and Marly McMillen last week, there were four people on the court that were not wearing masks.

Treasurer Huser asked whether the availability of the 1014 trail has been effectively communicated to the public. He noted he has used the trail considerably and has not seen other patrons using it. He added the department has so much to offer and questioned whether there is a more effective way to communicate our offerings to the public. Mr. Snook answered, great question. He noted the communication within the mountain bike community tends to be more organic in nature; they tend to use social media, a couple of specific site and networking. Mr. Snook added he does not follow the social media sites regularly but has noticed the 1014 trail on the site. New mountain bike riders enjoy the trail since there are no rock or trees. The Earthriders have been in contact with the department to discuss Phase II, which would add four additional miles to the trail. Expanding the trail to seven miles creates a designation for riders. As more miles are added, the trail will experience more users. Mr. Snook agreed the new trail is a gem adding the trail is included in all communication regarding Legacy Park. A new video has been created that highlights the trail and will be posted tomorrow.

MONTHLY CALENDARS

Supporting documentation (see pages 51-53). No questions or discussion.
Mr. Snook noted the staff retreat will be held on October 23rd. The Park Board retreat will be scheduled 2-3 weeks afterwards before Thanksgiving.

ROUNDTABLE

Treasurer Huser asked whether Mr. Dean was responsible for the community centers. Mr. Dean answered he is responsible for Lovell and Longview Community Centers. Treasurer Huser asked what system was being used to clean the facility noting that when using the dumbbells, the chemicals are accumulating in the rack. Mr. Dean confirmed a pump sprayer is being used to clean the equipment. Treasurer Huser stated that based on his experience in the industry, an electrostatic sprayer would be better since it uses less chemicals and is less harmful to the equipment. He added the purchase of a couple of electrostatic sprayers should be considered when spending the COVID money. Mr. Dean stated the department was only able to purchase three electrostatic sprayers in the beginning and therefore purchased pump sprayers to be used in the interim. He added that due to the size of the buildings and the amount of space to maintain, staff is still using the pump sprayers in addition to the electrostatic sprayers. The amount of overspray has been a concern; he will review with staff. Treasurer Huser stated he has access to electrostatic sprayers but noted it may be an awkward position as a Board member and did not want to cross a line. Treasurer Huser also noted the lat pulldown machine at Lovell Community Center is not available for use due the social distancing requirement. He added it is the only piece of equipment that offers that type of exercise and suggested evaluating the availability of all the equipment to assure the various functions are being offered. He also noted the water fountain is jammed and does not function. Mr. Dean stated there is a broken internal part, which has been ordered and awaiting delivery. Treasurer Huser made positive comments on the department’s upkeep at Legacy Park, the number of activities available, the value of those activities to the community and his enjoyment of being an active citizen of Lee’s Summit.

Mr. Crawford asked whether youth basketball would be available in the fall and if so, what it would look like. Mr. Snook stated we fully intend to have a girls’ basketball program this winter and are currently developing the process, which will be dependent on the availability of facilities through the school district. There will be two plans, one plan will include the availability of school facilities for practices and another plan that does not. Alternate programming was developed when offering the volleyball program, which included four weeks of practice and four weeks of double-header games. He added the basketball program can be offered in a safe manner and provide girls an experience in basketball. Mr. Crawford asked when are the signups for youth basketball typically held. Mr. Snook answered signups are typically in early October and knows that staff is working on a plan. Ms. Price confirmed signups begin on October 5th.

Ms. Shepard confessed a field marshal at the soccer venue had to enforce the rule of wearing a mask with her. She explained that, at that time, she was far away from others and had taken off her mask and felt she was not endangering others due to the distance. However, she certainly understands and will wear her mask while in the park in the future, she just wanted to Board to know. Mr. Snook stated she has provided him reassurance that the soccer association is following the protocols they submitted to LSPR for the reopening.

Ms. Kelley asked about the NRPA virtual sessions and whether the department plans to attend any of the sessions. Mr. Snook stated attending the sessions has not been discussed nor have the topics been reviewed to determine whether there are any important topics for the department. He added,



if there are topics that would be beneficial to the department, he would have some staff attend. Ms. Kelley asked whether there is a fee to attend. Mr. Snook answered yes, adding that the National Conference is the main event that provides funding for the organization.

Mr. Morehead had no comments.

Vice President Bivins thanked Mr. Dean and our sponsorship contractor for working with our sponsors on a payment plan and was glad to know the scheduled payments are now current. He noted the recent challenging times adding that there is value provided for our advertisers. He also relayed positive comments he had received from a professional acquaintance regarding the dog parks and our park system in general. Vice President Bivins thanked staff for all they do.

President Aulenbach thanked everyone for attending the celebration at Summit Park for outgoing board members Nick Walker and Marly McMillen. She noted the amount of time, energy and thought that goes into being on the Park Board. She thanked staff for planning the event. She also noted the personnel changes within the department, which often requires staff to move into different and challenging roles. She thanked staff for taking on new challenges, whether by choice or not, and adhering to the changes.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Snook informed the Board that the Longview Community Center is discontinuing the childcare operation for the foreseeable future, noting the limited participation per week and the financial impact. He added that the Lovell Community Center still has childcare available for our patrons.

Mr. Snook noted receiving a few comments recently regarding wearing masks while exercising. After reviewing the available options, a change will be implemented later this week. The Gamber Community Center has converted the two classrooms on the north end into mini exercise areas to utilize as much of the fitness equipment while maintaining social distancing. In one of the rooms, a mask will be required for all participants while exercising. Treasurer Huser stated it was a good solution. Mr. Snook gave kudos to Mr. Dean, Ms. Price, Ms. Crews, Ms. Jordan and Mr. Hedrick for working together to find a solution.

Regarding Summit Ice, Mr. Snook stated that staff is currently working on a plan which will be reviewed tomorrow. He noted the operations will be different from the past but will still serve the community while maintaining social distancing requirements. In addition, Mr. Snook informed the Board of the planned purchase of a preowned Zamboni to replace the existing Sport Ice machine. The Sport Ice machine has underperformed and he has been very disappointed in the support received from Sport Ice. He further explained the Sport Ice machine was not able to keep up with the ice making needs, which required staff to use squeegees and water to try and make ice. Therefore, instead of spending staff time making ice, the Sport Ice machine will be sold and a preowned Zamboni will be purchased. The cost of the preowned Zamboni is \$30,000-\$35,000 which will be paid from Fund 200. Mr. Snook added that the purchase was not included in the budget and therefore bringing it to the Board attention.

Treasurer Huser asked for an update on Happy Tails Park, as there are three temporary satellite towers at the park. Ms. Chestnut provided an update to the timeline for the water tower repainting from Water Utilities. At this time, the communication devices have been removed and prep work to paint the tower has begun. The newest timeline for completion of the project is by Thanksgiving. Treasurer Huser asked if the park was safe for dogs. Ms. Chestnut stated that dogs are not able to run around it and that it would be a safety issue to patrons. In the meantime, staff is performing maintenance, removing trees, performing turf work and replanting trees. Mr. Snook stated the city is in the process of repainting all of the water towers over time. He added the water tower at Hook and Ward Road is the new design. The tower at Happy Tails was the next tower scheduled for resurfacing and Water Utilities gave notice several months ago. Unfortunately, the timeline has slipped, however; it becomes a safety issue allowing patrons in the park while the removal of equipment and repainting of the tower occurs. Treasurer Huser asked if the department would be reimbursed for utilization of the park. Mr. Snook answered the property is Water Utilities property. Through an agreement with Water Utilities, improvements were made for our first dog park.

President Aulenbach stated the next Board meeting would be held on Wednesday, October 28th at 6pm. The meeting was adjourned.

MEETING ADJOURNMENT