



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

CITY OF LEE'S SUMMIT, MISSOURI

|  |  |                       |         |                   |                                       |
|--|--|-----------------------|---------|-------------------|---------------------------------------|
| DATE:  | February 24, 2021  | TIME:                 | 6:00 PM | PLACE:            | Via Videoconference                   |
| Board Members Present:                                 |  | Board Members Absent: |         | Staff Present:    | Other Guests:                         |
| Mindy Aulenbach, President                             |  | Casey Crawford        |         | Joe Snook         | Hillary Shields, City Council Liaison |
| Lawrence Bivins, Vice President                        |  |                       |         | Carole Culbertson | Stephen Hayde                         |
| Jim Huser, Treasurer                                   |  |                       |         | David Dean        | Jackie McCormick-Heanue               |
| Jon Ellis  |  |                       |         | Steve Casey       | Mike Childs                           |
| Wesley Fields  |  |                       |         | Brooke Chestnut   | Josh Johnson                          |
| Tyler Morehead   |  |                       |         | Tede Price        |                                       |
| Samantha Shepard                                       |  |                       |         | Devin Blazek      |                                       |
| Nancy Kelley   |  |                       |         |                   |                                       |
|  |  |                       |         |                   |                                       |
|  |  |                       |         |                   |                                       |
| AGENDA ITEM  | DISCUSSION<br>(Findings/Conclusions)   |                       |         |                   | RECOMMENDATIONS/<br>ACTIONS           |
| Special Presentation                                   |  |                       |         |                   |                                       |
| Employee of the 4 <sup>th</sup> Quarter Presentation   | Mr. Snook introduced Stephen Hayde as the Employee of the Quarter for the fourth quarter 2020. Stephen is the Maintenance Specialist at Gamber Community Center and Summit Ice. Mr. Snook noted that Stephen has been with the department for less than one year, however, he had a significant impact in his short time. Mr. Hayde expressed what an honor it is to be a part of the LSPR family.   |                       |         |                   |                                       |
| Recognition of Mike Childs                             | Mr. Snook recognized Mike Childs, a former Major with the Lee’s Summit Police Department, for his contribution as the police liaison for Lee’s Summit Parks & Recreation. He added that Major Childs worked to establish a partnership and foster communication between LSPD and LSPR during his time with the Police Department. Major Childs shared his appreciation for the partnership established with LSPR and the recognition.  |                       |         |                   |                                       |
| Presentations:   |  |                       |         |                   |                                       |
| Presentation on Comprehensive Plan Parks Element Paper | Mr. Snook introduced Josh Johnson, Assistant Director of Planning Services, who has been working on the City of Lee’s Summit’s comprehensive plan. Mr. Johnson presented a PowerPoint discussing the element paper, included in the February 24, 2021 Park Board packet, which outlines how parks and recreation fits into the city’s comprehensive plan. Mr. Johnson noted the two most common amenities surveyors wanted is preservation of open space, and the ability to walk or bike throughout the community.<br><br>Mr. Snook stated that LSPR staff has been heavily involved in the creation of the element paper, which is reflective of LSPR’s master and strategic plans.<br><br>Mr. Bivins asked what it means to have splash pads in underserved areas, whether it means socioeconomic or within a certain proximity to a splash pad. Mr. Snook shared that it is included in the LSPR’s master plan and that underserved areas means those areas that do not have access to water play amenities. He added that many newer neighborhoods have a pool and water play amenities while the older neighborhoods do not. LSPR is reviewing parks in close proximity to older neighborhoods to add in these amenities. Mr. Bivins asked about patrons having access to the parks for use of drones. Mr. Johnson shared that the use of drones has not been specifically brought to the city’s attention.<br><br>Mr. Fields asked what the vision is for an outdoor adventure park. Mr. Snook shared that LSPR has been working to add more adventure play features to our parks. An outdoor adventure park contains zip lines or climbing structures as opposed to traditional swings and slides. |                       |         |                   |                                       |



| AGENDA ITEMS:   |   |  |
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| <b>Approval of Minutes of January 27, 2021 Regular Park Board Meeting</b> | Supporting documentation (see pages 8-12). No questions or discussion.  | Vice President Bivins made a motion to approve the minutes of January 27, 2021; seconded by Mr. Morehead. Motion carried unanimously.  |
| <b>Treasurer's Report – January 2021</b>                                  | <p>Supporting documentation (see pages 13-22). Treasurer Huser read the treasurer's report for the January financial statements.</p> <p>Mr. Ellis asked about the budget trend for the remainder of the fiscal year and whether the community centers are on track, behind, or above the budget. Mr. Snook shared that the performance at the facilities is a little behind the original projections. Mr. Ellis asked whether there were enough reserves to sustain the facilities through their low period. Mr. Snook stated yes, the reserve would sustain the facilities to a certain point. He added that staff is currently working on the budget for the next fiscal year and to determine the financial affect if the current pace continues. Mr. Ellis shared it is encouraging to note the savings are matching the decrease in revenue. Mr. Snook stated the biggest struggle is the Longview Community Center. He added that memberships were increasing prior to the pandemic but have not yet picked back up. Expenses have been reduced as much as possible without cutting staff and hours of operation. Mr. Ellis asked whether sales tax revenue could be used to offset costs. Mr. Snook shared the revenue is available if needed, but is not needed at this time.</p> | Vice President Bivins made a motion to accept the Treasurer's Report for January 2021; seconded by Ms. Kelley. Motion carried unanimously.   |
| <b>Sales and Use Tax Report – February 2021</b>                           | Supporting documentation (see pages 23-24). Ms. Culbertson commented that the sales and use tax is trending higher than originally projected.   | No Board Action.   |
| BOARD APPROVAL ITEMS  |   |  |
| <b>FY 2021 Budget Amendment – Fund 410 – Parks COP Debt</b>               | <p>Supporting documentation (see page 25). Ms. Culbertson stated the total expenditures in Fund 410 are projected higher than the original budget and therefore, requires an amendment to the budget. She added that when the budget was established, a reduction in sales tax revenue was anticipated; however, sales tax is performing better than expected. Mr. Snook stated that since the sales tax is performing better than expected, the full \$175,000 subsidy for Gamber Community Center is being requested.</p> <p>Mr. Ellis noted the Gamber Community Center is one of the facilities where it is tough to meet the short fall in income.</p>   | Mr. Ellis made a motion to amend the budget for FY 2021 by revising expenditures for Fund 410 – Parks COP Debt to a revised total of \$3,675,000; seconded by Treasurer Huser. Motion carried unanimously. |
| OLD BUSINESS  |   |  |
| <b>Projects and Services Review</b>                                       | Supporting documentation, (See pages 26-33). No discussion or questions.  | No Board Action.   |
| <b>Capital Projects Plan</b>  | <p><b>Velie Park Improvements:</b> Supporting documentation (see pages 34). Mr. Casey advised the project is in the design concept phase with input being received from the surrounding neighborhood. He added there will be funding in the 2022 capital improvement plan, and pending Board approval, construction will begin in summer or fall 2021.</p> <p>Mr. Snook stated that after meeting with the neighborhood committee, a master plan should be provided in the upcoming months.</p> <p>Vice President Bivins commented on the importance of having a nice rendering regarding what the park will look like upon completion.</p>   | No Board Action.   |
| <b>Fundraising Update</b>   | <p>Supporting documentation (see pages 35-37). Mr. Dean stated an additional payment was collected after the packet was distributed bringing the year-to-date total to \$175,000. He added that Heartland HVAC has renewed their three-year contract, which is encouraging amidst the pandemic.</p> <p>Ms. Kelley asked what action is taken when sponsorship payment is not received. Mr. Dean shared that we try to work with the company as long as we can, but ultimately we will remove them from all platforms where their business is being promoted.</p> <p>Vice President Bivins asked if these businesses have a mechanism to tell if the banners are working. Mr. Dean stated we do not know unless the business opts in</p>   | No Board Action.   |



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|  | <p>to renewal. Mr. Bivins shared the importance of letting the businesses know we appreciate their sponsorship.</p> <p>Ms. Shepard stated that we could measure the amount of traffic to each park to show the exposure rate a patron receives to a given sponsorship banner.</p> <p>Mr. Ellis asked for clarification on attachment A for FY 22 as to whether it reflected money that has been collected or sponsorships that have been sold. Mr. Dean stated attachment A reflects what is sold for FY 22.</p>   |                  |
| <b>NEW BUSINESS</b>  |  |                  |
| <b>Lowenstein End of Project Report</b>  | <p>Supporting documentation (see pages 38-41). Mr. Casey shared the project has been very unique with an extended timeline due to working with the surrounding neighborhoods as well as Drake Development. He added there are a few items to wrap up, including a third shelter and completing a nature playground. He stated the project has come in under budget.</p> <p>Mr. Ellis asked when there are savings on a project is it reserved to continue to improve the park or are they moved to another project. Mr. Casey stated the funds go into the fund balance to be used for future projects. Mr. Snook added the funds will be used for future projects but a specific project will not be designated at that time. Mr. Ellis commended Mr. Snook on using LSPR staff for this project to help save costs. Mr. Snook shared that by doing so we are able to deliver more project back to our community.</p> | No Board Action. |
| <b>End of Activity Reports</b>   | Supporting documentation (see pages 42-81). The End of Activity Report for Longview Community Center is included for written record of the presentation given at the January 27, 2021 Park Board meeting by Jodi Jordan.   | No Board Action. |
| <b>PATRON COMMENT REVIEW</b>   |  |                  |
| Supporting documentation (see pages 82-94). Ms. Shepherd asked whether staff continues to get pushback regarding motorized vehicles in the parks. Mr. Snook shared that a former city employee brought the comment forward and he was able to answer his question. He added that on personal bike rides, he has encountered patrons using motorized vehicles in the parks and advises staff to address these issues when they are noticed.   |  |                  |
| <b>MONTHLY CALENDARS</b>   |  |                  |
| Supporting documentation (see pages 95-96). President Aulenbach advised the next Board meeting would be held Wednesday, March 24th at 6pm.   |  |                  |
| <b>ROUNDTABLE</b>  |  |                  |
| <p>Ms. Shepard asked whether we have received any guidance from Jackson County regarding when the mask restrictions can be lifted for our facilities. Mr. Snook stated we are anticipating an update from the County by the end of the week, but believes it will address bars and restaurants more than fitness centers. Ms. Shepard asked once vaccinations are rolled out and restrictions lifted, whether staff could begin a membership push for Longview Community Center. Mr. Snook stated until we see a relief in restrictions, a membership push is not a good use of resources.</p> <p>Mr. Ellis asked if the billboard on 50 Highway was donated or purchased. Mr. Snook stated it is COVID related so it was donated. Mr. Ellis noted the revenue numbers for Summit Ice were not cohesive with attendance numbers, and asked if there was a season pass option. Mr. Snook shared we offer skate rentals, concessions sales, and facility rentals, so taking the revenue number divided by facility attendance would not yield an accurate participant number.</p> <p>Councilmember Shields shared that Mr. Snook was recognized at the last council meeting for his advice regarding landscaping at the Streets of West Pryor to keep the area looking nice amidst the construction. She believes we are seeing the light at the end of the tunnel regarding COVID, so hopefully by fall, community members will be looking to get back to participating in indoor activities.</p> <p>Treasurer Huser asked whether the facilities saw any increase in memberships in the month of January. Mr. Snook noted a bit of an uptick was noted but not as much as previous years. Mr. Dean commented that Lovell Community Center has seen an increase, but Longview Community Center has stayed stagnant. However, Longview has had patrons renewing their memberships now that they have received the COVID-19 vaccine. He added that as the vaccine is rolled out, he is hopeful memberships will increase. Mr. Ellis would like to think we will not have to worry about reducing time or classes at any facilities moving forward. Mr. Snook agreed, hoping by fall we'll see more activity at our facilities. Mr. Ellis asked about the process for preparing Summit Waves to open as that should be coming up soon. Mr. Snook stated we have begun the hiring process, and are moving forward with last year's opening plan with modifications. We have asked Jackson County for a capacity increase to 800 patrons compared to 600 from 2020. We will offer swim lessons this summer, which we did not offer last summer, as well as after-hours facility rentals. We are able to offer these now at our indoor facilities, so we have protocols in place and feel comfortable moving forward. Mr. Ellis believes this is great because it allows patrons to be able to engage in the community again. Mr. Ellis asked if we have a commitment with Paragon Star. Mr. Snook stated that his predecessor had discussions with them regarding a fieldhouse, but there are no commitments made at this time.</p> <p>Vice President Bivins wanted to offer a thank you to those who were involved in the Art in the Parks selection. He likes the piece that has been selected for Lowenstein Park and thinks it will look nice.</p> |  |                  |



President Aulenbach agreed with Vice President Bivins and thanked Ms. Kelley for her work with the Art in the Parks program.

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

Mr. Snook reminded the Board if making a purchase through Amazon Smile, to donate a portion of your spend total to the Legacy for Parks Foundation.

Mr. Snook stated the budget committee meeting will likely be the first week in April. The budget committee is comprised of Treasurer Huser, Mr. Crawford and Ms. Shepard. Communication regarding the schedule for the budget committee would be forthcoming.

**MEETING ADJOURNMENT**

**Closed Session** – A motion was made by Mr. Morehead to move into closed session pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate; seconded by Ms. Kelley. Roll Call: Aye – President Aulenbach, Vice President Bivins, Treasurer Huser, Mr. Ellis, Ms. Kelley, Mr. Morehead, Ms. Shepard.