



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	August 25, 2021	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Mindy Aulenbach, President				Joe Snook	
Lawrence Bivins, Vice President				Steve Casey	
Jim Huser, Treasurer				David Dean	
Casey Crawford				Brooke Chestnut	
Tyler Morehead				Tede Price	
Jon Ellis				Devin Blazek	
Samantha Shepard				Ruth Buckland	
Wesley Fields					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Approval of Minutes of July 28, 2021 Regular Park Board Meeting	Supporting documentation (see pages 1-4). No questions or discussion.				Mr. Morehead made a motion to accept the regular session minutes from the Park Board meeting on July 28, 2021; Vice President Bivins seconded. Motion carried unanimously (Mr. Fields not present).
Treasurer’s Report – July 2021	Supporting documentation (see pages 5-14). Treasurer Huser read the Treasurer’s report for the July financial statements. No questions or discussion.				Vice President Bivins made a motion to accept the Treasurer’s Report from July 2021; Mr. Ellis seconded. Motion carried unanimously (Mr. Fields not present).
Sales and Use Tax Report – August 2021	Supporting documentation (see pages 15-16). Mr. Blazek stated there was a small dip in receivables in August, but sales tax is still about 6% over budget to date. No further questions or discussion.				No Board Action.
OLD BUSINESS					
Projects and Services Review – FY22	Supporting documentation (See pages 17-24). No questions or discussion.				No Board Action.
Capital Projects Plan	<p>Velie Park Improvements (See pages 25). Mr. Casey stated the request for proposals will close on August 26, and will include plans for playground equipment, outdoor fitness equipment and shelter. After the proposals are received a staff committee will be formed to view and score the proposals before entering into negotiations with the vendor. Staff plans to bring a proposal forward to the board for approval in September.</p> <p>Mr. Crawford asked if this damage was covered by insurance. Mr. Snook stated the damage did not meet our deductible. Staff relocated the play equipment from Lowenstein Park to Veile Park as an interim solution. The Police Department does not have any leads into who caused the damage.</p> <p>Vice President Bivins asked if there was any anticipation of building or playground material being on back order. Mr. Casey stated staff hosted a pre-proposal conference where contractors were asked to provide an estimate on lead time as this may have some influence on the final decision, but supply delays are affecting everyone. The companies are required to provide a timeline for completion in their proposal, but at this time it may be difficult to pinpoint specific dates. This is the first project where we will be up against supply issues due to shortages.</p> <p>Mr. Ellis asked if contractors have specific vendors they will work with, or if we target particular suppliers. Mr. Casey stated we typically work with the same representatives from project to project. Most of the representatives can supply all the pieces of the project, but some may have to outsource to different companies.</p>				No Board Action.



	<p>Mr. Snook stated it is normally not cost effective to outsource to multiple different companies. Mr. Ellis asked when the board will get to see which proposal staff has chosen. Mr. Snook stated next month, as long as the proposals go well, staff will bring forth their recommendation. Mr. Ellis asked if the board will see all the proposals. Mr. Casey stated staff will bring forward their single recommendation as oftentimes they can receive multiple proposals.</p> <p>Mr. Snook shared when the RFP is sent out we provide a specific budget and ask the companies to provide their best design around our budget. We have had great success with this approach as it makes the companies more aggressive in their proposals. There may be times we want specific features in a park, so we ask companies to provide products to meet our need.</p> <p>Ms. Shepard stated if board members come by the office while staff is reviewing the proposals they can see what has been submitted, and Mr. Snook reiterated all board members are welcome to come by to see the submissions.</p>	
Fundraising Update	<p>Supporting documentation (See pages 26-28).</p> <p>Mr. Snook asked the board if they would be comfortable moving the fundraising update to a quarterly report as our sponsorship slots are full and we are consistently collecting sponsorship fees on time. All board members are comfortable moving the fundraising update to a quarterly report.</p> <p>Vice President Bivins requested if there is a substantial change for the board to be made aware, and Mr. Snook assured the board any substantial updates would be brought before the board.</p>	No Board Action.
NEW BUSINESS		
Review of Security Report	<p>Supporting documentation (page 29). Mr. Crawford and Mr. Ellis appreciated staff putting together the visual representation of the quarterly crime report. Mr. Ellis clarified if this report was city wide or parks specific. Mr. Snook stated this report is parks specific. In 2020 the lines in the report are low, so 2019 was included to provide a better reference to 2021. Moving forward, this report will include three years, so if there is a large variance those issues can be addressed.</p>	
End of Activity Reports	<p>Supporting documentation (pages 30-37).</p> <p>Mr. Huser asked if staff creates an end of activity report for an amphitheater concert. Mr. Snook stated at the end of the amphitheater season staff will compile an end of activity report.</p>	
PATRON COMMENT REVIEW		
Supporting documentation (see pages 38-41). No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 42-43). No questions or discussion.		
ROUNDTABLE		
<p>Mr. Ellis asked how the pond is maintained at Lea McKeighan South and if there is a treatment used to prevent the growth of algae. Ms. Chestnut stated staff uses a combination of blue dye, Pond Perfect and a specific algicide. Mr. Ellis asked if we are doing the same for the water feature at Lowenstein Park. Mr. Snook stated the water feature does not belong to the parks department but the commercial developer. Mr. Ellis asked if we have spoken with the developer regarding the condition of the water feature. Mr. Snook stated we have not, but we could approach them to determine if they have any plans on how to address the algae. Mr. Ellis feels this may be a good idea as what we use is working well.</p> <p>Treasurer Huser stated he attended the Landslide concert and enjoyed watching all the citizens come together in one of our parks for an event. He shared about a public service announcement he heard regarding hot exhaust from cars possibly starting grass fires and whether this was something staff had considered when having patrons park in the grass for an amphitheater event. Mr. Snook stated we are aware of this possibility. The first year the amphitheater was open we were in a drought, so we did not have patrons park in the grass for this reason. This year the grass was in good shape so we felt it was safe to park in the grass.</p> <p>Mr. Fields wondered in connection with COVID surges and policies developing regarding reporting vaccinations and/or negative tests, if there have been conversations within the city or parks department about employees reporting vaccination status or negative tests. Mr. Snook stated the city does not require vaccinations and it is not a serious consideration at this time. The city has an extensive protocol in place regarding staff testing and reporting test results to the Superintendent of Human Resources.</p> <p>Ms. Shepard noted participation in programs is down with some programs not receiving any participation, so she would like to see staff provide an overhaul of programs being offered. We offer a lot of different programs for different interests, but we should narrow our focus more on what impacts the most</p>		



patrons. As society begins to come out of the pandemic, participation will increase, so we are provided with an opportunity to refocus on which programs will be most impactful for our patrons. Mr. Snook stated he will keep this in mind moving forward.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

The Administrator Expense Report for FY 2021 was provided to the board with a breakdown of the Administrators expenses over the last fiscal year.

Mr. Snook encouraged the board to go visit the nature playground by the new shelter at Lowenstein Park. The construction team is having a great time planning, designing and building this nature play area. This is the first true nature playground, although there is a plan for another nature playground to be built at Pleasant Lea Park.

The September Park Board meeting will be held on September 29 due to the National Parks and Recreation conference being held September 21-23.

Staff retreat will be held on September 17. This will be a time for staff to organize goals and plans for the coming year to then be shared with the board members at their retreat on Friday, October 8.

The end of summer celebration will be held at Summit Waves on Tuesday, September 14 at noon. All board members are welcome to attend.

The last event at Summit Waves, Pooch Paddle, was held on August 25. This year the wave pool was used instead of the lap pool due to the school district utilizing the lap pool while their indoor aquatics center is out of commission.

MEETING ADJOURNMENT