



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

CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	September 29, 2021	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
<b>Board Members Present:</b>		<b>Board Members Absent:</b>		<b>Staff Present:</b>	
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
<b>Approval of Minutes of August 25, 2021 Regular Session Park Board Meeting</b>	Supporting documentation (see pages 1-3). No questions or discussion.	Mr. Morehead made a motion to accept the regular session minutes from the Park Board meeting on August 25, 2021; Vice President Bivins seconded. Motion carried unanimously.
<b>Treasurer's Report – August 2021</b>	Supporting documentation (see pages 4-13). Treasurer Huser read the Treasurer's report for the August financial statements. No questions or discussion.	Mr. Ellis made a motion to accept the Treasurer's Report from August 2021; Mr. Fields seconded. Motion carried unanimously.
<b>Sales and Use Tax Report – September 2021</b>	<p>Supporting documentation (see pages 14-15). Mr. Blazek stated for the month of September both sales and use tax performed well, with use tax performing 200% over budget.</p> <p>Ms. Shepard noted the memo states there was an unpredictable cutoff. Was the overage due to a cutoff date change, or did people buy more over the last month? Mr. Blazek stated it is hard to say. Looking at the monthly trends it is probable this overage was due to consumer activity as opposed to a cutoff date change. Mr. Snook stated the sales tax and use tax budgeted are spread evenly over 12 months.</p> <p>Vice President Bivins asked if the sales tax revenue goes to fund 200. Mr. Blazek stated it goes to a separate fund. Mr. Snook clarified it goes to a separate fund, but is then transferred to the appropriate funds.</p>	No Board Action.

BOARD APPROVAL ITEMS		
<b>Legacy Wayfinding Signage Bid Approval</b>	<p>Supporting documentation pages 16-22.</p> <p>Mr. Casey brought forward a motion to approve the bid received from Star Signs to complete wayfinding signage for Legacy Park. This project went out to bid in February 2020, but was put on hold due to uncertainties surrounding the COVID-19 pandemic. It has been added into the capital projects plan for FY22. The intention is to create better directional signage through Legacy Park.</p> <p>Mr. Crawford asked if there have been a lot of complaints regarding the lack of signage at Legacy Park. Mr. Snook stated this project began because the youth sports associations commented that patrons were having difficulty locating the sports venues and fields. This is an attempt to help with this issue as we also receive a lot of comments regarding patrons not being able to find the community center and amphitheater. Mr. Crawford asked if there would be any financial contribution from the youth sports associations. Mr. Snook stated no, these signs are for the park as a whole, not just for the sports venues.</p> <p>Mr. Fields stated the first time the project went out to bid we received two bids, and asked about the difference between the two bids the first time around. Mr.</p>	Mr. Ellis made a motion to approve the bid from Star Signs for the creation, construction and installation of the Exterior Wayfinding Signage for Legacy Park in the amount of \$103,590 and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with the approval budget; Vice President Bivins seconded. Motion carried unanimously.



	<p>Casey stated the first bid was from a sign company out of Ohio. Staff contacted them again regarding the project, but they are not currently in a position to re-bid. Mr. Crawford asked roughly what amount those bids were. Mr. Casey does not remember.</p> <p>Councilmember Forte stated over the past few months the city is only receiving two or three project bids when they normally receive four to five. Mr. Snook stated the bidding environment is not ideal for many companies at this time.</p> <p>Mr. Ellis asked if these signs will address all areas of concern or if this is part of a bigger plan. Mr. Casey stated we believe these signs will target the main areas of concern by simplifying directions to highlight the venues as there is already signage inside the venue to direct patrons to the correct fields. Mr. Casey stated the style of these signs will match the current venue monuments as well as the main entrance signage.</p> <p>Mr. Snook shared staff previously worked with a consultant on a signage plan for the park to determine the best placement of signs. The consultant recommended signage placement throughout the park but staff did not feel it was necessary at certain locations. If the board feels signage needs to be increased after the installation these placement recommendations can be revisited. Staff is currently recommending the placement of these main signs along Blackwell to direct patrons into the park, then will monitor feedback to determine if additional signage is needed.</p> <p>Ms. Shepard requested clarification of the problem asking if patrons do not know how to get from Blackwell into the park, not that patrons can get into the park but do not know where to go from there. Mr. Snook stated we have heard both issues, but feels at this time staff has addressed the directional signage inside the venues as best as they can. Ms. Shepard was wondering if this will address the whole problem or if additional signage would be needed. Mr. Snook believes these signs will address the majority of the problem.</p> <p>Mr. Crawford asked if there is anything additional the board needs to provide since this project is over budget. Mr. Snook stated he brought it to the boards attention to see if there are any concerns to be addressed. Mr. Crawford asked if Mr. Snook was comfortable with the additional expense and Mr. Snook stated he is.</p>	
<p><b>Shockey Consulting Park Master Planning Study</b></p>	<p>Supporting documentation pages 23-26.</p> <p>Mr. Casey brought forward a motion to approve a proposal to work with Shockey Consulting for the purpose of identifying future park areas and activity centers based on the outcomes from the city's comprehensive plan which concluded earlier this year. This study is projected to take roughly three to four months, and is not a funded project but would draw from fund 200 to cover administrative costs.</p> <p>Vice President Bivins clarified this was the same company who presented to the board earlier this summer. Mr. Snook stated yes this is the same company who completed the city's comprehensive plan earlier this year. Vice President Bivins stated consultation fees are expensive, and wants to make sure the board is getting their monies worth. He believes this will be a useful, comprehensive document both staff and board members can refer to in the future. Mr. Snook shared once the study is complete we will receive a report to incorporate into our existing master plan. This will help expand our master plan and provide a document for staff to reference when making future decisions.</p> <p>Mr. Fields asked in regards to neighborhood engagement, will Shockey Consulting reengage the surrounding neighborhoods or will they rely on the feedback they received from the city's comprehensive plan. Mr. Snook stated this would be a question staff will ask when putting a plan together with Ms. Shockey and her team. There will be opportunities for community feedback regarding our ideas for the undeveloped properties, although the exact method is yet to be determined.</p>	<p>Vice President Bivins made a motion to approve the proposal with Shockey Consulting in an amount not to exceed \$29,600 to perform the Strategic Analysis and Planning Study of Future Park Sites and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the service consistent with the approval; Ms. Shepard seconded. Motion carried 6 to 2 (Mr. Crawford and Mr. Morehead voting "Nay".)</p>



	<p>Mr. Ellis asked if staff will do research independently from Shockey Consulting. Mr. Snook stated the consultation fees were higher originally, so staff will have to take on additional responsibilities to complete all of the necessary research. There was a lot of feedback received from the city's comprehensive plan even though this was under a different scope. Shockey will help us determine what can be established in undeveloped areas to best serve the surrounding neighborhoods. With their knowledge Mr. Snook expects they will provide great plans for how the parks department can develop moving forward.</p> <p>Vice President Bivins asked what company we worked with to develop Pleasant Lea Park. Mr. Casey stated the company was Landworks Studio. Vice President Bivins appreciated their approach as it was very low key and welcoming. A lot of neighbors came to a meeting regarding what they would like to see done to this park, and he encourages staff to take this approach. Mr. Snook stated this type of approach allows neighbors to come out and voice their ideas or concerns. Staff has found it is best to do both in person meetings as well as utilize technology to receive feedback.</p> <p>Mr. Crawford asked if this is an annual or a one-time cost. Mr. Snook stated it is a one-time cost.</p> <p>Councilmember Forte stated Shockey was very helpful with the city's comprehensive plan, but encourages board members and staff to not lose sight of the parks master plan. The two biggest things citizens want to see from the city are public safety and great parks.</p>	
<p><b>Veile Park Improvements RFP</b></p>	<p>Supporting documentation pages 27-42.</p> <p>Mr. Casey brought forward a motion to approve the proposals submitted by the respective companies for improvements at Veile Park. A request for proposals was advertised on July 23<sup>rd</sup> and closed on August 26<sup>th</sup>. Staff received three complete proposals consisting of an adventure playground, shelter, play equipment, shade structure and fitness equipment, and one proposal specific to the shade structure. A staff committee was assembled to assist with project scoring and narrowed it down to two proposals. Staff then asked the respondents to remove the cost of shelter installation from the bid, and ultimately decided on a split bid award to ABCreative and Little Tikes. There is a three to four-month lead time on ordering equipment, so construction is anticipated to begin in late winter or early spring.</p> <p>Mr. Ellis asked about the prep work needed before installation can begin. Mr. Casey stated our staff is acting as the general contractor so we will do the grading, prep the site for the installers, playground drainage, surfacing of sidewalks and trails, basically anything not related to the installation of the playground equipment. Mr. Ellis asked if the shelter structure was similar to the Lowenstein shelters. Mr. Casey stated yes, it is very similar. Mr. Ellis clarified the previous playground equipment is all gone. Mr. Snook stated yes, it was burned down. Mr. Casey shared we will keep the current playground equipment up as long as possible, then once it is removed we will put it up for auction on GovDeals. Mr. Snook clarified staff relocated the playground equipment from Lowenstein Park to Veile Park as an interim solution. Mr. Ellis asked if it will be disassembled for transport or will be transported as a whole piece. Mr. Casey stated we will disassemble it and provide the buyer with information for reinstallation. We typically receive a good return on used playground equipment as small churches or school districts often have a need for new equipment.</p> <p>Mr. Fields asked if there is a warranty on the new playground equipment. Mr. Casey stated there is generally a one-year warranty on certain aspects of the equipment, but ten years on metal posts. Plastic pieces typically carry a shorter warranty and then we maintain it beyond the warranty. Mr. Snook stated we have a playground inspection program in place.</p> <p>Treasurer Huser asked for clarification regarding LSPR staff installing the play shade and hexagon shade structure as it is listed on the quote from both ABCreative and Little Tykes. Mr. Casey clarified the costs listed are for the materials, but our staff</p>	<p>Mr. Morehead made a motion to approve the quote from ABCreative for the tot play area (age 2-5) and the tot play area shade structure in the amount of \$46,975.00 and approve the quote from Little Tikes for the adventure play area (age 5-12), outdoor fitness equipment and the 28' hexagonal park shelter in the amount of \$206,330.03 and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and service consistent with the approved budget; Mr. Crawford seconded. Motion carried unanimously.</p>



	will be performing the installation. Treasurer Huser then asked if the budget impact of \$425,000 included the components our staff would be taking care of and labor costs. Mr. Casey stated if we are performing the work internally we do not count labor in our overall project cost, only materials. Treasurer Huser clarified less than half of this project is our cost and the rest are what we are paying the contractors.	
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**OLD BUSINESS**

<b>Projects and Services Review – FY22</b>	Supporting documentation (See pages 43-50).  Mr. Crawford asked if staff has made a request to utilize the school district gyms for youth sports practices. Mr. Dean stated he does not have an answer at this time. Mr. Crawford is hopeful we can have this relationship with the district moving forward as it is difficult to coordinate all of the youth girls' basketball games and practices at Harris Park Community Center. Mr. Morehead stated not utilizing the school district facilities probably has to do with COVID concerns, but it is certainly worth looking into. Mr. Snook stated a request should have been made for the fall already, but staff will submit a request to utilize the school district facilities for the spring. Mr. Crawford believes the Lee's Summit Boys Basketball Association is able to use the school district facilities, so hopefully LSPR would be able to as well. Mr. Snook stated staff will look into it and get an answer back to the board.	No Board Action.
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<b>Capital Projects Plan</b>	<b>Velie Park Improvements:</b> Supporting documentation page 51. No additional questions or discussion.	No Board Action.
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**NEW BUSINESS**

<b>End of Activity Reports</b>	Supporting documentation pages 52-97.  Mr. Ellis asked if there has been discussion regarding participation in the RevUp program and if it is trending more positive now since taking a dip due to the COVID-19 pandemic. Mr. Dean stated the sessions are making with a minimum enrollment of four but the numbers overall are slim. These numbers are typical for this time of year with the weather being nice, so as the weather gets colder the numbers tend to increase. Mr. Snook stated as long as there is still a mask mandate in place it will be tough to boost enrollment.  Mr. Crawford is encouraged to see all the program numbers either at or slightly above what was budgeted, and commended staff for their work with budget projections. Mr. Snook stated our staff tried to be conservative with this current budget and did a great job as we are right where we should be.  Ms. Shepard brought attention to the comments surrounding Gamber Community Center and how patrons are wanting to use the facility more by asking for longer hours and more classes. Mr. Snook shared these surveys were likely sent out prior to the extension of hours and addition of classes, so many of these concerns may have been addressed already. Ms. Shepard noted there are a number of comments regarding the trash not being emptied at various times of the day. Mr. Snook stated our cleaning service does come every day, but the time of day varies depending on their schedule. However, part-time staff members should be pulling the trash on a daily basis. Ms. Shepard stated she does not want any patron to walk into our community centers and question whether or not they are clean.	
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**PATRON COMMENT REVIEW**

Supporting documentation (see pages 98-106).  Mr. Crawford addressed the comment regarding Lower Banner Park and inquired about plans for improvements. Mr. Snook stated about three years ago staff evaluated our parks to determine which parks needed support. Both Lower Banner and Williams Grant Park were identified as high priority parks, so both will likely be in the budget request for FY23. Mr. Crawford hopes an improvement will help to revitalize the surrounding neighborhood.  Mr. Ellis asked if staff was able to contact the patron regarding the complaint of the staff member working out while on the clock at Longview Community Center. Mr. Dean stated we were not able to touch base with the patron, but the staff member was reprimanded.
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**MONTHLY CALENDARS**

Supporting documentation (see pages 107-108). No questions or discussion.
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**ROUNDTABLE**

Mr. Fields appreciates staff taking the time to respond to patron comments or complaints, and the responses are always courteous.
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Vice President Bivins will reach out to all personnel committee members regarding meeting soon. He was very pleased with the NRPA conference. Lee's Summit is well known across the country, and we strive to offer relevant programming. Teenagers are an age group we could easily lose outside of traditional sports programming, so by implementing esports tournaments he believes we are better marketing to this population.

Mr. Ellis is thankful for the opportunity to attend the NRPA conference, and is thankful we live in a community who supports parks and recreation as many do not. He also enjoyed being able to see the equipment to be installed at Veile Park.

Mr. Crawford asked if staff have begun conversations with vendors regarding Legacy Blast next summer. Mr. Snook shared he had a conversation with Mr. Arbo this week regarding the event. Mr. Crawford encouraged staff to start conversations early with vendors since this is our largest attended event.

Councilmember Forte shared the city staff and councilmembers are beginning discussions regarding Legacy Blast. She is grateful we live in a community who passed the sales and use tax because the money we have received from these taxes has made a big impact on the city's budget. Councilmember Forte asked board members how the liaison could be most helpful regarding communication between the council and Park Board. The councilmembers are advocates for the parks, but they do not know how to be most beneficial in the liaison role.

President Aulenbach attended the end of summer celebration as well as the NRPA conference and enjoyed both opportunities to spend time with staff members. Tomorrow will be the quarterly meeting with Mr. Arbo, Mayor Baird, Mr. Snook and President Aulenbach.

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

NRPA staff reports will be received next month. It was an odd conference as there were a lot of COVID protocols in place making it difficult to network. The trade show was also smaller than normal, but overall it was a good conference.

LSPR is a participant in the travelling art program where we lease an art piece for two years and at the end of two years we are able to purchase it or swap it out for another piece. This year the pieces at Summit Park and Legacy Park Amphitheater are at the end of their two-year lease, and staff is interested in purchasing the piece at the amphitheater. It would cost \$5,000 to purchase, and if the board is supportive staff would work out the details in the spring. Vice President Bivins asked where the interest has come from to keep this piece permanently. Mr. Snook stated as part of the sales tax we agreed to put art in our parks. We have \$10,000 a year allocated to art and we're only spending about \$2,000. From a staff standpoint we like this piece, so staff would like the board to consider purchasing the piece permanently.

The Park Board retreat will be held Friday, October 8 from noon to 4:00pm at Fred Arbana's Golf Course.

Friday night, October 1<sup>st</sup>, is the 40<sup>th</sup> Annual Night Flight 5K.

The following Saturday, October 9<sup>th</sup> is the Tour De Lakes bike ride. This event typically takes place in June but was moved to the fall due to COVID restrictions. We hope to have a good turnout as previous years.

The quarterly employee breakfast will be held on October 13<sup>th</sup> at 7:30am at the Gamber Community Center. All board members are welcome to attend.

Installation will begin Friday morning for the sign language panels the Girl Scout troop presented to the board in July. The girls will come out to help staff install the first signs.

#### **MEETING ADJOURNMENT**

Vice President Bivins made a motion to move into closed session 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, and 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; Mr. Fields seconded. Roll Call: Aye – President Aulenbach, Vice President Bivins, Treasurer Huser, Mr. Crawford, Mr. Ellis, Mr. Fields, Mr. Morehead, Ms. Shepard.