



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	October 27, 2021	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Mindy Aulenbach, President		Wesley Fields		Joe Snook	Scott Ison
Lawrence Bivins, Vice President				Steve Casey	Jackie McCormick-Heanue
Jim Huser, Treasurer				David Dean	
Casey Crawford				Brooke Chestnut	
Tyler Morehead				Tede Price	
Jon Ellis				Devin Blazek	
Samantha Shepard				Ruth Buckland	
Bernadette Basham				Megan Crews	
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
PRESENTATIONS					
Employee of the 3 rd Quarter 2021	Mr. Snook presented Megan Crews, manager of Gamber Community Center, as the employee of the quarter for the 3 rd quarter of 2021. Over the summer Ms. Crews stepped up to run Camp Summit when the camp manager fell ill while also maintaining her responsibilities at Gamber Center. Mr. Snook thanked Ms. Crews for her extra effort over the summer. Ms. Crews began working for LSPR as a camp counselor and assistant manager, so she enjoyed being able to return to her roots.				
Gamber Community Center FY21 Presentation	Ms. Crews presented a PowerPoint highlighting the End of Activity report for the Gamber Community Center. The full report was included in the September 29, 2021 Park Board packet. Ms. Crews presented an overview of the facility operations, participation numbers through memberships and facility rentals, and patron survey and comment results. As an operational change, staff has begun offering the shelter located behind the community center as a rentable space to host parties and social gatherings. Mr. Ellis asked how many people can fit in the Gamber Park Shelter. Ms. Crews stated the shelter is advertised with a capacity of 50, but weddings have been hosted with roughly 200 people. Mr. Snook stated the patron receives use of the entire courtyard when they rent the space not just the gazebo. Vice President Bivins asked if coffee is still provided in the bistro area. Ms. Crews stated coffee service has not been reinstated post-COVID, however staff plans to begin offering coffee again this winter. Vice President Bivins stated one amenity which may bring more activity to Gamber would be a gas stove which would allow for hosting events with professional chefs, whether it is a catered event or cooking classes.				
AGENDA ITEM					
Approval of Minutes of September 29, 2021 Regular Session Park Board Meeting	Supporting documentation (see pages 1-5). No questions or discussion.				Vice President Bivins made a motion to accept the regular session minutes from the Park Board meeting on September 29, 2021; Mr. Ellis seconded. Motion carried unanimously.
Treasurer’s Report – September 2021	Supporting documentation (see pages 6-15). Treasurer Huser read the Treasurer’s report for the September financial statements. No questions or discussion.				Vice President Bivins made a motion to accept the Treasurer’s Report from September 2021; Mr. Morehead seconded. Motion carried unanimously.
Sales and Use Tax Report – October 2021	Supporting documentation (see pages 16-17). Mr. Blazek stated both sales and use tax are still performing strong as both are slightly ahead of the projected budget. The included report reflects revenue received from July thru October which has already exceeded 80% of our yearly projection for sales and use tax.				No Board Action.



BOARD APPROVAL ITEMS

Asphalt Bid from Tandem Paving	<p>Supporting documentation (see pages 18-23).</p> <p>Mr. Casey presented staff's recommendation to approve the bid from Tandem Paving for the asphalt paving contract. Tandem Paving has held this contract for a number of years, although there is a modest price increase from the previous contract. This increase is expected as there has been an increase in both petroleum and trucking costs. The current contract is set to expire in December, but staff is presenting the bid now to avoid a gap in coverage.</p> <p>Mr. Crawford asked if there have been multiple bidders for the asphalt contract in the past. Mr. Casey stated we may have had 2 or 3 companies, but Tandem Paving has held this contract for a number of years. They were the general contractor for the Lea McKeighan South project and are very easy to work with. Mr. Crawford asked if any other contractual terms have changed other than the pricing. Mr. Casey stated no other specifications have changed.</p> <p>Vice President Bivins asked if it would be appropriate in the future to reach out to reputable paving companies to see why they are not bidding, whether due to man power, supply chain issues, etc. Vice President Bivins does not want staff to get too comfortable with a company no matter how good they are. Mr. Snook stated staff has reached out to vendors in the past when little or no response is received on a bid. This particular bid was handled by the city's procurement department, so staff does not know if any other companies have been contacted. Treasurer Huser stated the procurement department does reach out, but it is also hard for companies to bid on city jobs. Mr. Snook agreed, stating the city's process is very lengthy and many companies do not want to put in the effort for the bid.</p>	<p>Mr. Ellis made a motion to approve the 2021 Asphalt Bid from Tandem Paving for asphalt projects performed by Lee's Summit Parks and Recreation and authorized the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with the approved budget; Mr. Crawford seconded. Motion carried unanimously.</p>
---------------------------------------	--	---

OLD BUSINESS

Projects and Services Review – FY22	<p>Supporting documentation (See pages 24-31).</p> <p>Mr. Ellis asked if the activities listed as "On Hold" are going to start up again next year. Mr. Snook stated currently a lot of our programs are not meeting the minimum enrollment. Once the mask mandate is lifted we anticipate our participation numbers to increase. Mr. Ellis asked if there is a certain point where staff will decide to cut a program all together. Mr. Snook stated yes, at the end of the year staff will make the decision to discontinue certain programs and introduce new ones.</p>	<p>No Board Action.</p>
Capital Projects Plan	<p>Velie Park Improvements: Supporting documentation (See page 32).</p> <p>Mr. Casey reported staff is finalizing contracts with the playground equipment vendors and selecting equipment colors. Signage will soon be placed at the park to inform the neighbors of the improvements.</p> <p>Mr. Crawford asked if staff expects any delays in the completion of this project. Mr. Casey stated it is hard to say at this point. Some estimated delays in production or delivery time were built in to the schedule. Mr. Crawford asked if a completion timeline has been shared with the public. Mr. Snook stated we have not shared a completion date as we do not want to put signage out before construction begins.</p>	<p>No Board Action.</p>

NEW BUSINESS

Discussion of Park Board Contact Information for Public Use	<p>Mr. Snook received an email from a City Council Member regarding issuing a city email to each park board member for the purpose of a citizen being able to contact a board member directly. Currently, a citizen can submit a generic email through the Lee's Summit Parks and Recreation website where administrative staff receives the email and forwards it on to the appropriate staff member or park board, if applicable. Any comments of significance received from our facilities or through email are included in the park board packet so board members are made aware of compliments, complaints or requests. Mayor Baird reached out to President Aulenbach requesting board members discuss implementing a contact method for a citizen to reach out to board members directly regarding issues related to the parks system.</p>	<p>No Board Action.</p>
--	---	-------------------------



President Aulenbach asked a few friends to look on the parks and recreation website to determine how easy it was to locate information about the park board members and how to contact them. They found her picture easily, but the website was not clear on how to contact board members. President Aulenbach believes there should be a better way for a citizen to contact park board members, but it needs to be done through the park's website. If an important email comes through while she is on vacation without access to email it still needs to be handled in a timely manner.

Mr. Crawford looked at surrounding communities to determine how they handle this issue. Kansas City Parks and Recreation, who also has an administrative board, provides a short biography of each board member and lists the dates they meet, but does not provide an individual email for each member.

President Aulenbach asked if anyone looked at the Lee's Summit School District Board. Treasurer Huser stated he has used the contact form before, but is concerned because park board members do not represent a particular district; all members are "at large". This is different than the city council whereas each district has a representative a citizen can reach out to with concerns. He believes there should be an evident way for a citizen to communicate with the park board, for this communication to be seen by the entire board, and then for the board to review and respond to the patron. Treasurer Huser's concerned with only seeing items of significance as he believes the board should determine whether an item is significant.

Mr. Snook clarified any email received directed to the park board would be sent to the board. The comments received at the facilities or through the generic email not directed to the board are compiled in the park board packet once it is determined significant to include as we receive a lot of emails regarding normal day-to-day operations.

Mr. Crawford asked if there is a compromise to create a board-wide email which would automatically send to all of the park board members in addition to the administrator. All board members are then made aware of the email and the citizens have the ability to contact the board members directly. He does not know if other commissions or boards in the city have their contact information made public. Mr. Snook said there are no other volunteer boards whose contact information is made public. Mr. Crawford stated this board is different, but maybe the compromise is creating a contact link containing the individual emails for board members.

Mr. Snook suggested creating a link underneath the board members pictures on the website to contact the board. The link would take the citizen to an email which would then be sent to parks staff and forwarded to the park board members. This provides a clear way for a citizen to contact the board without having to create a city email for each board member. Mr. Crawford is supportive of a single contact form which would send an email to all board members as well as copying certain staff as needed.

Ms. Basham agrees with Mr. Crawford's idea and suggested implementing an automatic return response to let the citizen know their email has been received and a board member will follow up with them. Mr. Snook stated we could create a generic response. However, if a citizen submits an email regarding a piece of broken equipment at a playground or mowing concerns we do not expect a board member to follow up with the patron. Staff will investigate the claim and contact the patron regarding the concern. Mr. Snook would like to minimize emails to board members concerning day-to-day maintenance or operations of the parks and facilities.

Mr. Crawford asked if there was a way to separate out general concern emails versus contacting the park board. Treasurer Huser stated putting the park board contact email on the park board page of the website may allow for separation between the generic email and the park board specific email. Mr. Snook believes



	<p>the park board may still receive a lot of emails about the general maintenance of parks and facilities. We may want to have a descriptor regarding the proper use of the Park Board specific email.</p> <p>Ms. Shepard suggested creating a daily or weekly report of the forms submitted so board members can receive this rundown to read and respond to the submitted forms. Mr. Crawford believes if there is a separate all board email patrons looking for a way to contact the park board will use that address, but others will continue to use the generic email address.</p> <p>Treasurer Huser believes protocols must be set so all board members do not respond to an email. All of the board members will be able to see the email, but Mr. Snook will be the respondent to the patron unless there is something specific a board member would like to respond to.</p> <p>Vice President Bivins has no issues being contacted directly when needed, but he does not want to be responsible for logging into an email to check daily. It is important for patrons to be able to contact board members, but board members will not have time to check emails daily. Having a general mailbox with certain staff copied on the email may be a good solution.</p> <p>Mr. Morehead believes a generic email for each board member where the administrator is copied on the emails, so it is viewed by both the park board member and the administrator, may offer a good solution. Mr. Morehead does not have a problem being contacted directly if needed.</p> <p>Councilmember Forte believes there does not seem to be a problem at this time as the current process has worked. There is a difference between being an appointed volunteer and an elected official. The idea of wanting to have a generic email is great, but she does not see how this would solve any of the problems board members are having. Councilmember Forte cautions board members about moving forward if there was not a problem with the way things were done before this situation arose.</p> <p>President Aulenbach will let Mayor Baird and the city council know this was discussed. Mr. Snook agreed stating he will contact IT regarding a generic park board email and the feasibility of having the administrator copied to ensure there is a second set of eyes. Then if the email is addressed to park board members directly Mr. Snook can discuss with them to formulate a response.</p> <p>Mr. Ellis clarified the change from the current process would be to create an email under the Park Board members on the website to directly contact board members. Mr. Snook says he will ask IT if we can have a generic email for the Park Board to be distributed one of two ways: either to a designated staff member who will send it to all board members and Mr. Snook, or embedded in the link is every member's email address so it is automatically sent to all board members and Mr. Snook. Once IT determines what is feasible board members can determine how they would like to move forward. Mr. Ellis stated he doesn't want it to become redundant between the emails staff already addresses. Mr. Snook stated if it is an operational concern he would reach out to the board members to let them know the issue is taken care of and they do not need to respond to the patron.</p>	
Quarterly Fundraising Update	<p>Supporting documentation (see pages 33-35).</p> <p>Mr. Dean stated our sponsorship coordinator recently secured an additional banner sponsor as well as a sponsor for Dogwood Park.</p>	No Board Action.
3rd Quarter Security Report	<p>Supporting documentation (see pages 36-39).</p> <p>Ms. Chestnut drew attention to the dashboard created on page 39 by Mr. Blazek which presents the crime incidents in a graph format. Mr. Ellis and Mr. Crawford were thankful for the graph representation.</p>	No Board Action.
NRPA Staff Conference Reports	Supporting documentation (see pages 40-46). No questions or discussion.	No Board Action.



End of Activity Reports	<p>Supporting documentation (see pages 47-75).</p> <p>Mr. Ellis asked how staff determines comments or suggestions of significance as there seem to be many random suggestions submitted at the conclusion of a program. Mr. Snook states it depends on the program and participation numbers. The facilities receive a lot of surveys, so if only two people suggest a change it may not receive as much attention as if 50 people suggest it. Mr. Ellis appreciates staff's efforts to receive feedback.</p> <p>Treasurer Huser asked if Camp Summit pays Summit Waves for memberships. Mr. Snook stated yes, and this revenue is noted in the Summit Waves end of activity report.</p> <p>Vice President Bivins drew attention to page 55 where a parent stated their child was hit on the head and blacked out. If the comment from the parent is factual, it is problematic that an incident report was not completed. Vice President Bivins assumes it was addressed, but wanted to point out the comment in case it was not. Treasurer Huser asked if an incident report is completed when there is an incident such as this. Mr. Snook stated our procedure is to complete an "ouch" report detailing the incident and provide it to the parent at time of pick-up, but if a camper blacked out he is confident an ambulance would have been called.</p>	
PATRON COMMENT REVIEW		
Supporting documentation (see pages 76-81). No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 82-83). No questions or discussion.		
ROUNDTABLE		
<p>Mr. Crawford attended the youth sports association meeting on October 18th. Staff is currently collecting bids for a new vendor for background checks, but each association handles payment for background checks differently. Mr. Snook stated LSPR and Sporting Lee's Summit pay for the background checks for all of their volunteers, but the other associations require their volunteers to pay for their own background check. The cost of a background check will likely double, so this was brought to the attention of the associations during the meeting.</p> <p>President Aulenbach stated there has been a change of date for the combined city council and park board meeting which Mr. Snook will discuss later. Both the park board retreat and employee breakfast went well and provided a good time to hear all about the plans for LSPR. Mr. Snook and President Aulenbach attended a training for the Legacy for Parks Foundation and thanked Ms. McCormick-Heanue for putting it all together. Ms. McCormick-Heanue feels there is a lot of excitement and momentum moving forward. A new contact sheet was provided to board members containing phone numbers and email addresses for fellow board members.</p>		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
<p>The combined Park Board and City Council meeting has been moved to either January 11th or 18th instead of November 9th. It is important for all board members to be in attendance as this is the first joint session with the city council. Treasurer Huser asked if the park board is sitting in on a city council meeting, or if it is a meeting of the two boards together. Mr. Snook stated it will be held during a city council meeting time and will have a pre-determined agenda, but will mainly be addressing items pertaining to both organizations. Mr. Ellis asked if there will be an option to attend via Zoom. Mr. Snook stated he is not sure at this time.</p> <p>Summit Ice will not be opening on November 1st due to the temperatures remaining high. The tentative date to open will be November 12th.</p> <p>Patrons have reached out to Mr. Snook expressing interest to financially support the purchase of the sculpture located at Legacy Park Amphitheater. Mr. Snook needs to let the artist know if we would be interested in purchasing this piece as a permanent structure at the amphitheater. Mr. Ellis asked if a new piece would be leased if the current piece is not purchased. Mr. Snook stated yes, we would lease another piece and place it at either the amphitheater or another park. Staff likes having a piece of art at the amphitheater as it is a cultural arts venue, so this provides another avenue of art. Ms. Basham asked if this piece was created by a local artist. Ms. Price stated the artist is from Minneapolis, MN. Mr. Snook shared LSPR participates in a program called Sculpture on the Move, in which numerous municipalities across the state participate. Artists submit their work and staff is able to select which pieces they would like for a two-year time period. At the end of the two years we can either negotiate to keep the art piece or take it out of the system and pick a new piece. Currently we have three pieces located at the amphitheater, Summit Park and Lowenstein Park. Vice President Bivins stated since there seems to be a consensus about purchasing the piece at the amphitheater to go ahead and purchase it but not spend a lot of time recruiting funding. We can afford the piece, it would be money well spent and it is within the budget. Mr. Crawford suggested in the future staff reach out to the high schools or community college to see if they have artists who might like to submit a piece of work to the park board for review to showcase a local artist. Mr. Snook stated we have done this at Gamber Community Center, but we have never considered this for outdoor art pieces. Mr. Crawford is supportive of purchasing this piece. President Aulenbach is supportive as well and suggested maybe using donation money from the Legacy for Parks Foundation. Mr. Snook agrees stating he spoke with Ms. McCormick-Heanue regarding this to bring more awareness to the foundation. Mr. Ellis suggested having a conversation with Glenda Masters to see if LSPR could collaborate more with her program. Overall the board is in support of purchasing the art piece.</p>		



The November/December Park Board meeting will be held on December 1, 2021. The next regular meeting will be on the fourth Wednesday of January as normal.

The city will be receiving funding from the American Recovery Plan Act, so staff is working with the city to determine how funds will be allocated to the parks department.

MEETING ADJOURNMENT

Vice President Bivins made a motion 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 by a public governmental body; Treasurer Huser seconded. Roll Call: Aye – President Aulenbach, Vice President Bivins, Treasurer Huser, Ms. Basham, Mr. Crawford, Mr. Ellis, Mr. Morehead, Ms. Shepard.