



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	April 28, 2021	TIME:	6:00 PM	PLACE:	Via Videoconference
Board Members Present:		Board Members Absent:		Staff Present:	
Mindy Aulenbach, President		Wesley Fields		Joe Snook	
Lawrence Bivins, Vice President		Samantha Shepard		Carole Culbertson	
Jim Huser, Treasurer				David Dean	
Casey Crawford				Steve Casey	
Jon Ellis				Brooke Chestnut	
Nancy Kelley				Tede Price	
Tyler Morehead				Devin Blazek	

AGENDA ITEM	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
Special Guests		
Employee of the Quarter – 1st Quarter 2021	Mr. Snook introduced Andy Carr, Park Maintenance Supervisor, as the Employee of the Quarter for the 1 st Quarter of 2021. Mr. Carr has won the award before, and has previously been recognized as Employee of the Year as well. Mr. Snook thanked Mr. Carr for his hard work and dedication.	
Employee of the Year - 2020	Mr. Snook introduced Eric Schooley, Maintenance Supervisor for Longview Community Center, as Employee of the Year for 2020. During the COVID-19 pandemic, Mr. Schooley accepted additional responsibilities, including oversight of CARES Act renovations at all facilities. Mr. Snook expressed his appreciation to Mr. Schooley for his efforts over the past year. Mr. Schooley thanked Jim Cox, Maintenance Specialist at Longview Community Center, and Jodi Jordan, Assistant Superintendent of Recreation Services, for their continued support.	
AGENDA ITEMS:		
Approval of Minutes of March 24, 2021 Regular Park Board Meeting	Supporting documentation (see pages 1-4). No questions or discussion.	Vice President Bivins made a motion to approve the minutes of March 24, 2021; seconded by Mr. Ellis. Motion carried unanimously. (Mr. Crawford not present)
Approval of Minutes of April 8, 2021 Budget Committee Meeting	Supporting documentation (see pages 5-6). No questions or discussion.	Mr. Morehead made a motion to approve the minutes of April 8, 2021; seconded by Vice President Bivins. Motion carried unanimously. (Mr. Crawford not present)
Treasurer's Report – March 2021	Supporting documentation (see pages 7-16). Treasurer Huser read the Treasurer's report for the March financial statements.	Vice President Bivins made a motion to accept the Treasurer's Report for March 2021; seconded by Ms. Kelley. Motion carried unanimously. (Mr. Crawford not present)
Sales and Use Tax Report – April 2021	Supporting documentation (see pages 17-18). No questions or discussion.	No Board Action.
BOARD APPROVAL ITEMS		
Amendment No. 1 to Contract NO. 2016-101/4R Asphalt Paving	Supporting documentation (see page 19-20). Mr. Casey requested an extension to the contract with Tandem Paving, set to expire on May 31, 2021, to December 31, 2021. He stated that May is a busy month finishing projects before beginning a new fiscal year budget. Extending the contract would allow LSPR to complete current projects before going out to bid for these services.	Ms. Kelley made a motion to approve Amendment No.1 to Contract NO. 2016-101/4R Asphalt Paving to extend the contract from May 31, 2021 to December 31, 2021; seconded by Mr. Morehead. Motion carried



		unanimously. (Mr. Crawford not present)
Approval of FY22 Budget	<p>Supporting documentation (See separate budget packet). Mr. Blazek shared a PowerPoint presentation, which summarized key points from the FY21 projections, the estimated fund balances at year-end, the top one-year goals from the staff and Park Board retreats held last fall, and key points for the proposed FY22 budget.</p> <p>Mr. Ellis asked whether the purchase of the Longview Community Center would cause a slowdown of projects in FY22. Mr. Snook noted a couple of projects would begin quickly including the Velie Park and Pleasant Lea Park projects. The project at Lovell Community Center would begin in the summer. He noted any delay would be due to a timing or workload issue. The additional shade structure at Summit Waves would be postponed until the need is assessed at the end of the 2021 season. As Mr. Blazek mentioned, in the end of season surveys for Summit Waves, shade has scored lower in the survey (below 4 out of 5). Last year, shade was added at the new wave pool and shade scored higher in the end of season survey. With a higher capacity allowed for the 2021 season, if shade is still an issue, the additional shade structures would be added late winter or early spring of 2022. Mr. Ellis asked whether there was a temporary slowdown with projects due to the acquisition of Longview Community Center and whether the purchase has been covered. Mr. Snook stated the purchase of this property has not slowed down other projects. The financing of the Longview Community Center acquisition was provided through an interfund loan with a five-year amortization (pay down of \$820,000 annually beginning in FY20) Due to the COVID-19 pandemic last year; some projects were put on hold such as the wayfinding signage project, which is included in the budget for FY22.</p>	Vice President Bivins made a motion to approve the FY22 budget as presented; Mr. Morehead seconded. Motion carried unanimously. (Mr. Crawford not present)
OLD BUSINESS		
Projects and Services Review	Supporting documentation (See pages 21-28). No questions or discussion.	No Board Action.
Capital Projects Plan	Velie Park Improvements: Supporting documentation (see page 29). Mr. Casey stated the park design is in process and within 30-60 days, the process of submitting requests for proposals for site improvements will begin. A grant application has been submitted to the Missouri Department of Natural Resources' scrap tire-recycling program for a potential \$40,000 grant. The program now offers pour-in-play and tile playground surfacing options, which are ADA compliant and maintenance friendly. A response is anticipated within the next 2-3 months.	No Board Action.
Fundraising Update	Supporting documentation (See pages 30-32). Mr. Dean stated the sponsorship coordinator is currently working on securing sponsors for the upcoming amphitheater season.	No Board Action.
NEW BUSINESS		
First Quarter 2021 Security Report	Supporting documentation (see page 33-35). Ms. Chestnut stated it was a quiet quarter as most items noted on the report were park or vehicle checks.	No Board Action.
LSPR Caretaker Policy	<p>Supporting documentation (see pages 36-39). Mr. Dean noted the policy is being revisited due to a patron comment from March 2021, where a caretaker was not on the approved caretaker list and was therefore denied access to the facility. Staff conducted research regarding the caretaker policy at other agencies with departments in the Kansas City area as well as Gold Medal comparator departments to determine whether any adjustments to the current LSPR policy were needed. He added that many of the agencies do not have a caretaker policy. Staff is recommending an amendment to the policy to allow part-time facility supervisors and full-time managers to approve admittance for caretakers when the inclusion coordinator is not available. The staff member will collect contact information to forward to the inclusion coordinator, Jodi Jordan, who will then follow up with the patron regarding their specific needs.</p> <p>Mr. Huser asked for clarification regarding the purpose of the meeting between the patron and inclusion coordinator. Mr. Huser drew attention to information from Overland Park who do not charge the caretaker by citing the Americans with Disabilities Act. Mr. Snook stated LSPR also does not charge the caretaker. He added the inclusion coordinator position is assigned to a full-time staff member in an effort to include patrons with special needs into our programs. In order to do so,</p>	Mr. Ellis made a motion to approve the revised caretaker policy to allow facility managers and supervisors to grant temporary caretaker access prior to the inclusion coordinator review process; Vice President Bivins second. Motion carried unanimously. (Mr. Crawford not present-was he during this?)



	<p>the participant and caretaker must meet with the inclusion coordinator to gain an understanding of the patron’s needs and how LSPR can best serve them.</p> <p>Ms. Jordan stated LSPR is not asking for proof of their disability or why assistance is needed, but rather aims to understand the patron’s needs. The meeting also allows staff to explain the policy and the process when checking in at the front desk. Finally, the meeting allows staff to keep a record of who needs assistance and where. In the past, there have been issues where a caretaker is in a different area of the facility without the patron who requires the care.</p> <p>Mr. Huser appreciated the explanation stating the language on the website feels intrusive. Having the additional background information is helpful to understand the “why” behind the process. Ms. Jordan assured Mr. Huser the meeting is very informal, often done over the phone.</p> <p>Mr. Ellis appreciated the effort to survey other departments and their process with caretakers.</p>	
<p>Unauthorized Vendors in Parks</p>	<p>Supporting documentation (see pages 40-45). Ms. Chestnut stated unauthorized vendors selling goods or providing a service in our parks has been an ongoing issue. She added LSPR does not want an unauthorized vendor utilizing our facilities in a way that will negatively impact our patrons or for them to make a profit using a public place. Staff conducted research with other departments in the Kansas City area as well as Gold Medal comparator departments to determine how this issue is being handled. Currently, LSPR has a \$100.00 per day per location vendor fee. Staff is proposing a tiered structure based on the type of good or service being provided by the vendor.</p> <p>Mr. Snook noted the new structure would not alleviate issues, but would provide a fee structure that aligns with what a vendor would expect to pay elsewhere. Most of the kickback would be received from mobile businesses (ice cream trucks, food trucks, etc.), which is why a multiple day option is being offered. Instructor fees are an hourly rate allowing them to have access to the location. The main goal with the memo is to have a discussion and receive feedback from the Park Board.</p> <p>Vice President Bivins clarified a vendor would need to have a city business license in order to sell goods in our parks. Mr. Snook stated yes, a business license and insurance, which are required documents when applying for a vendor permit. LSPR also offers a banner permit option if a vendor would like to also display a banner.</p> <p>Mr. Huser asked for clarification on what is considered a banner, and what the objective is for charging a banner permit fee. Mr. Snook stated a banner is anything marketing a business. LSPR charges a banner fee because it is an opportunity for a vendor to mass market their business. Mr. Huser asked if the vendor permit does not fit a vendor’s needs, could a separate agreement be developed with the vendor. Mr. Snook stated the preference is to stick with the revised fee structure as much as possible; however, a separate agreement can be developed if needed. Mr. Huser stated his concern is the department will become very strict once the new policy is in place, and regulate vendors so much they are scared away thus diminishing the experience for our patrons. Mr. Snook referenced the footnote where the new vendor fees will not apply to Summit Waves, Summit Ice, or the Amphitheater. Vendor participation at those facilities is Parks initiated; therefore, LSPR would work to ensure the vendors are successful and add value to our events.</p> <p>Mr. Ellis expressed appreciation for our work with vendors. He stated the policy seems to be focused on vendors who just show up at a facility. Mr. Ellis questioned whether the policy would give LSPR the flexibility to work out a full summer agreement if a vendor is found who would be a good fit. Mr. Snook reiterated the vendor agreements at Summit Waves or the Amphitheater are worked out separately; therefore the new fee structure would not apply to those venues.</p> <p>Mr. Huser asked about patrons who rent a field for a tournament and whether the vendor process is explained to them. Mr. Snook stated an outline of the vendor process is provided to the youth sports associations to pass along to tournament directors.</p> <p>Mr. Ellis asked whether the policy could be adjusted later if it is not working as we had hoped. Mr. Snook stated yes.</p>	<p>Vice President Bivins made a motion to accept the vendor fee structure as presented; Mr. Ellis seconded. Motion carried unanimously. . (Mr. Crawford not present-was he during this?)</p>



	<p>Vice President Bivins suggested moving forward with implementing the new fee structure with the intention to circle back and evaluate whether or not it is working.</p> <p>Mr. Ellis requested we revisit the policy quarterly or annually to evaluate its effectiveness. Mr. Snook stated it can be reevaluated annually once vendors are educated on the process.</p> <p>Mr. Huser referred to point four in the permit regarding a vendor receiving a refund, minus 10%, due to an event being cancelled by LSPR. Oftentimes, LSPR has no part in the cancellation of an event or class. The vendor may request a refund or to reschedule the event. Mr. Huser questioned whether LSPR would work with the vendor to reschedule or issue a refund even though it is not stated anywhere. Mr. Snook assured Mr. Huser that LSPR would work with the vendor to reschedule their event or program.</p> <p>Mr. Morehead asked whether comment cards are given to vendors to provide feedback on their experience. Mr. Snook noted most of the current vendors are at the Legacy Park sports complex during tournaments. Vendors who pop into our parks have no desire to pay the fees and leave when they are approached.</p>	
<p>Park Board Nomination Committee</p>	<p>President Aulenbach shared, per the bylaws, a nomination committee is selected each April to nominate a slate of officers for the new year. The nominations are presented during the May meeting, followed by a vote at the June meeting and effective July 1. President Aulenbach asked Mr. Morehead to head the nominating committee along with Mr. Ellis and Ms. Kelley. Each member agreed to serve on the committee and will report to the Board in May with their slate of nominees.</p>	<p>No Board Action.</p>
<p>End of Activity Reports</p>	<p>Supporting documentation (see pages 46-73).</p> <p>Mr. Ellis stated he is hopeful there will be more activity enrollments going into the springtime. Mr. Snook noted the girls' basketball program was one of the highest attended activities. There was also a strong enrollment for youth volleyball as well. However, there has not been an increase in the adult sports programs yet.</p>	<p>No Board Action.</p>
<p>PATRON COMMENT REVIEW</p>		
<p>Supporting documentation (see pages 74-78). No comments or discussion.</p>		
<p>MONTHLY CALENDARS</p>		
<p>Supporting documentation (see pages 79-80). No comments or discussion.</p>		
<p>ROUNDTABLE</p>		
<p>Councilmember Shields recognized Mr. Snook for 20 years of service to the department.</p> <p>Ms. Kelley shared her term with the Park Board will end May 31, 2021 and that after 33 years, she has made the decision to no longer serve on the Park Board. Several Board members thanks Ms. Kelley for her service.</p> <p>Mr. Ellis noted the area at Lowenstein Park where the underbrush was removed looks wonderful. He asked how the department controls dandelions and broad leaf throughout the parks. Ms. Chestnut answered the department uses spray. She added the dandelions appeared very quickly at Lowenstein Park due to the fertilizer used to establish the turf. Currently, the grass is new and therefore sensitive to herbicides or spray. Extra mowing is being scheduled until the grass is established enough to handle weed spray. Mr. Ellis asked whether the weed spraying is handled internally; Ms. Chestnut stated yes.</p> <p>Vice President Bivins stated the Personnel Committee, comprised of Ms. Kelley, Mr. Fields and himself, will have information for the May meeting.</p> <p>President Aulenbach thanked all staff who worked on the budget packet and the Board members on the Budget Committee. She also shared a Little Library was installed at Lea McKeighan Park with a dedication the previous week.</p>		
<p>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</p>		
<p>Mr. Snook thanked Ms. Culbertson and Mr. Blazek for their hard work on the budget preparation and presentation.</p> <p>A Youth Sports subcommittee meeting will be scheduled to review the Football and Soccer agreements that are up for renewal. The agreements will then be presented at the May 26, 2021 Park Board meeting for review and approval.</p>		
<p>Last week, Mr. Snook received numerous phone calls from patrons involved with the Lee's Summit Baseball Association regarding masks who were not happy that masks were still required at the outdoor venues. Mr. Snook stated the current guidance from the Jackson County Health Department states if masks are not required, then the six feet of social distancing must be maintained at all times. The association does not have enough volunteers to monitor social distancing; therefore, masks will be required until restrictions are lifted. Mr. Snook asked the Park Board to direct any calls or inquiries back to him.</p>		
<p>MEETING ADJOURNMENT</p>		