



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	December 1, 2021	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	
Mindy Aulenbach, President		Jim Huser, Treasurer		Joe Snook	
Lawrence Bivins, Vice President		Casey Crawford		Steve Casey	
Bernadette Basham		Samantha Shepard		David Dean	
Wesley Fields				Tede Price	
Tyler Morehead				Ryan Gibson	
Jon Ellis				Devin Blazek	
				Ruth Buckland	

AGENDA ITEM	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
PRESENTATIONS		
Camp Summit FY21 Presentation	<p>Mr. Gibson presented a PowerPoint highlighting the End of Activity report for Camp Summit 2021, "Summer Experience". The full report was included in the October 27, 2021 Park Board packet. In preparation for the summer, staff worked with the Jackson County Health Department regarding restrictions due to COVID-19. However, the mandates ended and staff was able to return to normalcy in regards to operations. Mr. Gibson presented an overview of enrollment and participation numbers, finances, and comments regarding programming, the enrollment process and the program overall. Mr. Gibson expressed appreciation to Megan Crews for taking over while he was out for a number of weeks in the middle of the summer.</p> <p>Vice President Bivins agreed with Mr. Gibson in regards to children having a hard time breaking away from electronics. As a grandparent he would love to see more kids outside kicking a ball around, but believes this will be a challenge as electronics become more widely used.</p> <p>Mr. Morehead asked if staff has an opportunity to incorporate e-learning with the conservation department in an attempt to capture the attention of children who do not want to participate in other activities. Mr. Gibson stated during fields trips staff will incorporate scavenger hunts or other activities while out in our parks or trails, but staff will look into incorporating conservation learning opportunities into our programming. Mr. Morehead stated it could provide another outlet to help capture children's attention.</p> <p>Mr. Snook stated at one point over the summer the county labeled Camp Summit a "hot spot", but there were 13 children and 2 staff members who tested positive throughout the course of the summer. Staff did not require masks or social distancing, but a majority of time was spent outside. We had success in keeping everyone healthy even in the midst of the pandemic.</p>	
AGENDA ITEM		
Approval of Minutes of October 27, 2021 Regular Session Park Board Meeting	Supporting documentation (see pages 1-6). No questions or discussion.	Mr. Morehead made a motion to accept the regular session minutes from the Park Board meeting on October 27, 2021; Vice President Bivins seconded. Motion carried unanimously.
Treasurer's Report – October 2021	Supporting documentation (see pages 7-16). Vice President Bivins read the Treasurer's report for the October financial statements. No questions or discussion.	Mr. Fields made a motion to accept the Treasurer's Report from October 2021; Mr. Ellis seconded. Motion carried unanimously.



Sales and Use Tax Report – November 2021	Supporting documentation (see pages 17-18). Mr. Blazek stated both sales and use tax are still performing strong. Sales tax did fall a bit below the monthly budget in November, but with the holiday coming up it is likely to rebound.	No Board Action.
BOARD APPROVAL ITEMS		
Longview Community Center Full-Time Service Representative Position	<p>Supporting documentation (see pages 19).</p> <p>Mr. Snook introduced a motion to reinstate a full-time service representative position at Longview Community Center for the second half of the fiscal year. Staff did not include this position in the budget with the intention of filling these hours with part-time staff members. Over the last year it has been difficult to find part-time staff members to fill these hours, causing the manager of Longview Community Center to spend many hours working the front desk. The busy season is coming up and staff expects to see an increase in memberships. Staff is requesting to add this position to the budget with a January 2022 start date. Staff plans to reallocate part-time staff fees to cover the expense of a new full-time staff member.</p> <p>Mr. Dean stated our memberships have increased over the last two weeks, and the projection is for this trend to continue as we enter the colder season. Longview has always had a smaller staff, and being short on part-time staff members has put a strain on all supervisors in the building. Mr. Snook stated this facility is still losing money, but not at the rate staff thought it would. If we could hire part-time staff we would, but we are not finding staff at this time.</p> <p>President Aulenbach stated there needs to be a consistent, strong staff member at the front desk to help answer questions for both new and existing members.</p> <p>Mr. Snook stated staff is currently reviewing applications for the full-time service representative position at Lovell Community Center, so if the position is approved for Longview we should have a good group of candidates who have already applied to choose from.</p> <p>Mr. Fields asked if the applicants are internal or external. Mr. Snook stated most are external, but there is one internal, seasonal candidate.</p> <p>Mr. Ellis asked for clarification on the total cost for hiring the service representative. Would it be more expensive due to others currently filling the position, or is this amount the total cost all in. Mr. Snook stated the cost shared in the memo is the total cost including hourly wage and benefits.</p> <p>Councilmember Forte asked if the number of new memberships coincided with the mask mandate lifting. Mr. Dean stated yes, the mask mandate being lifted has had a big impact. Every week there were refunds with a cancellation reason related to COVID or having to wear a mask while working out. Mr. Snook stated when the mask mandate was lifted over the summer staff noted a surge of memberships, even though that is our slowest time of the year. Not having to enforce a mask mandate has been beneficial for our membership numbers. Councilmember Forte shared the most complaints she has heard about masks were in regards to schools and gyms.</p> <p>Mr. Fields asked about the dollar amount listed in the memo, wondering if this salary is up to that amount or not to exceed that amount. Mr. Snook stated if the board approves the position the salary would not exceed the amount listed.</p> <p>Mr. Ellis clarified this amount is for six months beginning in January. Mr. Snook confirmed stating the position would begin in January and continue through the end of the fiscal year.</p> <p>Ms. Basham asked where the position is currently being advertised. Mr. Snook stated it will be advertised on our social media, Lee's Summit Parks and Recreation website, and Indeed. For this position we do not advertise at the state level.</p>	Vice President Bivins made a motion to approve the addition of a Full-Time Service Representative at the Longview Community Center recommended by staff for a total expense of \$25,960.25 for the remainder of FY22; Mr. Fields seconded. Motion carried unanimously.



OLD BUSINESS		
Projects and Services Review – FY22	<p>Supporting documentation (See pages 20-27).</p> <p>Mr. Fields referenced page 20 asking if there was a way for staff to indicate whether a project's budget is on track to anticipate if it may go over budget. Mr. Snook clarified Mr. Fields is requesting a note to explain whether a project is on target to stay within budget. Mr. Fields stated yes; as a project progresses throughout the year he would be curious to know whether the project has been delayed or if it is anticipated to hit budget. Mr. Snook stated he would discuss this possibility with staff to see what we can incorporate.</p> <p>Ms. Basham stated she has used a red, yellow, and green color scheme as a visual representation. Mr. Snook asked if this would help with Mr. Fields request. Mr. Fields stated yes, it would provide a visual snapshot of the project and allow him to ask questions if needed.</p>	No Board Action.
Capital Projects Plan	<p>Velie Park Improvements: Supporting documentation (See page 28).</p> <p>Mr. Casey stated staff has been finalizing contracts with vendors for park amenities. The playground equipment and shelter materials have been ordered, and staff expects delivery of this material within 8-10 weeks. In the meantime, staff will begin removal of the current playground equipment as well as work grading and setting up utilities in preparation for delivery of the new equipment.</p> <p>Ms. Basham asked if there has been any communication to the community regarding the coming improvements. Mr. Snook stated we have placed a banner at the park with a picture of the improvements.</p>	No Board Action.
NEW BUSINESS		
2021 Planning Retreat Summary	<p>Supporting documentation (see pages 29-37).</p> <p>Staff compiled a summary of both the Park Board and staff retreats to provide an overview of the 1-year and 5-year goals for the department. This information is helpful as staff prepares the budget for the next fiscal year as some of these goals require a financial investment. The top 10 goals have been color coordinated to easily identify priorities recognized by both staff and Park Board members.</p> <p>No further comments or discussion.</p>	No Board Action.
End of Activity Reports	<p>Supporting documentation (see pages 38-113).</p> <p>Mr. Snook shared these reports are a valuable tool for staff to evaluate our programs, and the comments are always shared with the Park Board. This is one way we strive for continual improvement in our programs.</p> <p>Mr. Morehead drew attention to the numerous comments regarding handicap accessibility at Longview Community Center. It is a long walk from the parking lot to the facility, so as discussions happen regarding renovations staff should keep this in mind. Mr. Snook agreed. The community center was originally built as part of a college campus, and the typical approach to buildings on a college campus is to incorporate walking. Staff do let patrons know we are there to assist a patron with a wheelchair or walking into the facility, but Mr. Snook agrees this issue needs to be addressed.</p>	No Board Action.
PATRON COMMENT REVIEW		
Supporting documentation (see pages 114-123). No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 124-125). No questions or discussion.		
ROUNDTABLE		
Mr. Ellis has enjoyed seeing all of the patrons out enjoying our parks during these nice weather days.		
Mr. Morehead thanked staff for their hard work over the last 2 years to keep facilities and programs within budget and for cutting expenses where needed.		



Mr. Fields expressed appreciation of the time staff takes to respond to patron comments and concerns. It may not be a favored part of the job, but is necessary so patrons are being heard and responded to. Mr. Fields asked about the discussion taking place at the October 27, 2021 park board meeting regarding the public having access to park board members contact information. Mr. Snook stated he will provide an update during his roundtable.

Councilmember Forte had the opportunity to speak at a Boy Scout event. Any time she is out in the community she hears how wonderful our parks are and is so thankful we live in a city who is supportive of the parks system.

President Aulenbach met with Mr. Snook, Mayor Baird, and Mr. Arbo on November 11 to discuss the joint meeting between the City Council and Park Board on January 18th. She also attended The Legacy for Parks Foundation meeting on November 12th and it went very well. President Aulenbach thanked staff and board members for their patience with her as she navigates the position of president.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Parks and city staff participated in an internal planning session with Shockey Consulting, LLC. regarding the master plan update. Shockey Consulting will compile the information to then be presented to the park board as well as presenting this information to the community to gather more input. There will be more activity in January related to updating the master plan.

Staff intends to bring the Lee's Summit Baseball and Lee's Summit Girls Softball agreements to the board meeting in January, so the youth sports subcommittee members will hold a meeting in December.

LSPR purchased a table for the Mayor's Character Breakfast on January 27. Park Board members who would like to attend must let Mr. Snook know by January 21. This event recognizes individuals from the community for outstanding character traits.

The Legacy Blast planning committee met a few weeks ago. Mr. Crawford and Councilmember Felker attended as well as 20-25 community members. A lot of good feedback and discussions took place, but there is still more work to be done.

Park Board members are provided a LSPR logoed polo, so if any new members would like a shirt Mr. Snook needs to know what color and size.

There will be a joint meeting between the City Council and Park Board on January 18th. Agenda items include the landfill project, park impact fees and an educational piece about a potential Fieldhouse. The Park Board has never held a joint session with the City Council before, but it will encourage open communication between the two boards. There will be a Zoom option available if a member cannot attend in person.

Last month park board members discussed contact options for a citizen to contact a park board member should the need arise. The IT department offered three suggestions. The first option is a form on the Park Board information webpage. We currently have a form a patron can submit for a general inquiry. This form would be similar but would automatically send to the board members emails and Mr. Snook instead of administrative staff. A second option would provide a link a patron could click to send an email to a designated staff member and Mr. Snook who would then forward the email to board members. The final option would be an email link, but the email would be forwarded to each individual park board member and Mr. Snook. Mr. Snook believes the most feasible option would be either the form or email sent directly to each Park Board member. If the email is sent to a staff member as well as Mr. Snook it could appear staff is filtering the emails. Mr. Snook asked for direction from board members so IT can begin working on a solution.

Mr. Morehead asked if board members would receive an email for every online inquiry as he thought board members would just receive inquiries from patrons who specifically wanted to reach a board member. Mr. Snook stated the contact form and email are similar, but will be presented to the community in different ways so the patron will know which option will go directly to the Park Board verses the general inquiry form.

Vice President Bivins would like to have a link where the email inquiry will be sent to a staff member and Mr. Snook who will then forward the email to board members. Vice President Bivins does not mind if a patron would like to contact him directly, but he does not want to be responsible for checking email and responding to it on a daily basis.

Mr. Fields asked if board members are expected to respond to the inquiries. Mr. Snook stated regardless of how the email comes through, he would receive it quickly. If the inquiry is of high importance he would reach out to board members immediately to formulate a response. The patron does not need a response from every board member, so Mr. Snook would work with board members to coordinate a response back to the patron.

Vice President Bivins stated this discussion was mainly regarding the optics of a patron viewing our website and not being able to determine how to contact the Park Board. If the optic is for a patron to have a way to contact a board member, then the option of an email link being sent to a staff member provides a solution. Mr. Snook stated on the website there is no way to contact the Park Board, so this will provide a contact method. The patron may not care how their inquiry gets to the board just that it does.

Mr. Fields agrees this is an optics and transparency issue in that the public wants to have access to contact the Park Board. Mr. Fields would prefer to have a clear and easy method for a patron to contact the Park Board where they are confident the email is going directly to board members. He would also like board members to formulate a coordinated response to each question or comment. Mr. Snook stated staff has a 24-hour response expectation, and this would be expected for the Park Board as well. Mr. Snook believes the best way to achieve transparency is to have an email go directly to each board member as well as himself. If the email or inquiry is sent to a staff member first then to the board there is a perception the email is being filtered. Ms. Basham agrees with this approach; take out the middle person so patrons know they can contact the board directly if needed.



Mr. Morehead stated on the Park Board webpage there should be a link to the Park Board email for patrons to use to contact the board, whether it is on each individual picture or off to the side.

Mr. Snook asked if there was a consensus to move forward with having an email link on the Park Board webpage for a patron to submit an inquiry to be emailed to each Park Board member and Mr. Snook. Mr. Morehead does not want to move forward without input from the absent board members. Mr. Snook will reach out to the absent board members to let them know what was discussed, but in the meantime will talk with IT regarding the option board members would like to pursue.

Mr. Snook will be out of town December 2nd-7th. Mr. Casey will be in charge December 2nd-4th and Mr. Dean will be in charge December 5th-7th.

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 communications between a public governmental body or its representatives and its attorneys; Mr. Morehead seconded. Roll Call: Aye – President Aulenbach, Vice President Bivins, Ms. Basham, Mr. Ellis, Mr. Morehead.