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PARKS & GOLF COURSES (PGC) COMMITTEE

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MEETING MINUTES

JCPRD Administration Building Sunflower Room
7900 Renner Road, Shawnee Mission, KS 66219

January 7, 2019
5:30 pm

CALL TO ORDER/ROLL CALL

The meeting was called to order by Committee Chair Schlagel, and roll call was taken as follows:

Committee Members Present: George Schlagel, Paul Snider

Committee Members Absent: Jeff Meyers

Guests Present: None

Staff Members Present:

Bill Maasen, Superintendent of Parks & Golf Courses
Cindy Lawrence, PGC Sr. Administrative Assistant
Cliff Middleton, Planning & Development Manager
Bill Leek, Project Manager III
Mark Allen, Project Manager II

Terry Anderson, Superintendent of Safety &
Outdoor Education / Park Police Chief
Kaylan Collins, SOE Sr. Administrative Assistant
Jeff Stewart, Deputy Director
Bill McGowan, Outdoor Education Manager

DISCUSSION & ACTION

A. Purchase of Capital Equipment for 2019 – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen began by discussing the capital equipment list and stated the items listed would be for expanding the Park Police department, as well as new parks that have been opened or will be opening. Mr. Maasen further asked for permission to dispose of equipment associated with these new purchases via Purplewave if the committee did grant Board consent approval. Mr. Maasen explained JCPRD has been able to increase revenue by selling used equipment through Purplewave. Mr. Schlagel asked if the market is tested before listing an item for sale. Mr. Maasen mentioned asking a vendor to appraise or give trade-in values does involve a cost to the vendor, and experience has consistently demonstrated higher revenues on direct sale through Purplewave. Mr. Schlagel inquired how pricing was achieved for vehicles and equipment. Mr. Maasen stated all vehicles are acquired on MACC bid package and many equipment items are acquired on state contracts or via purchasing cooperatives. Mr. Schlagel asked if the chemical sprayer was self-propelled at the price of \$52,000. Mr. Maasen answered it was, and it is a golf specific unit.

Mike Pirner entered at 5:32 pm

PGC-1 It was the consensus of the committee to recommend Board consent approval authorizing staff to purchase various vehicles and equipment, per the recommendation of the Vehicle & Equipment Team and various Divisions, utilizing regional vehicle/equipment bids and/or other purchasing cooperatives, i.e. Kansas State contracts and to dispose of items on Purplewave to maximize revenue.

B. Amended Landscape Easement at Meadowbrook Park – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen began by handing out Exhibit C because it did not print in packet that demonstrated the encroachment and developer built tree well. Mr. Maasen explained the amendment was brought forth relative to the recording of the plat for the 2020, LLC where the encroachment was discovered. Mr. Snider inquired about the tree well, and Mr. Middleton explained it is a retaining wall built to protect a tree in the landscape. Mr. Schlagel asked if JCPRD was being paid an amount in order for the developer to complete the plat for the condominium units. Mr. Maasen responded the original landscape easement was approved in 2016 as a part of the larger Meadowbrook development and is a requirement for project.

There was continued discussion about Meadowbrook Park when Mr. Schlagel asked if a ribbon cutting had been scheduled for Meadowbrook. Mr. Stewart responded it has not been scheduled as of yet and added he met with contractors over the weekend and was encouraged by the work that is being completed. Mr. Stewart stated flooring was being installed, and staff are continuing to communicate with contractors on the urgency in getting Meadowbrook open to the public. Mr. Schlagel asked if it would be reasonable to have a ribbon cutting the last day in February. Mr. Stewart responded that it would be possible that JCPRD would occupy the building by that point but the ribbon cutting ceremony will likely take place in the spring. Mr. Snider stated he had spoken to a patron about the playground and wondered if it was open. Mr. Maasen answered the destination playground was not installed and the playground at the “Grove” was installed but had construction fencing protecting the area from use as that area is not open to the public.

PGC-2 It was the consensus of the committee to recommend Board consent approval of the First Amendment to Landscaping Easement and Access Agreement relating to Meadowbrook Park.

C. 2019 Land & Water Conservation Fund Projects – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen explained the Land and Water Conservation Fund (LWCF) Projects and the purpose of the annual assurance statements. Mr. Schlagel asked if JCPRD was receiving funds as a result of this or if this was historical. Mr. Maasen responded JCPRD accepted funds going back 50 years for this list of projects, and the annual assurances are required by Kansas Department of Wildlife, Parks & Tourism. Mr. Maasen added that last month a modification to the Heritage Park project was presented to the committee related to a conversion of park land to road right-of-way on 159th Street on the north end Heritage Park. That project is an example of a conversion of land at Heritage Park to park property at Ernie Miller Park where JCPRD will be receiving approximately nine acres for the approximate six acres converted. Mr. Schlagel asked if there is a line item in the budget for this. Mr. Maasen answered no, because there is not money being spent. This Annual Operation and Maintenance Assurance Statement simply states that JCPRD will honor the 2019 projects.

PGC-3 It was the consensus of the committee to recommend Board consent approval of the Annual Operation & Maintenance Assurance Statements relating to the Land and Water Conservation Fund Projects through 2019.

D. T-Mobile First Amendment to Lease Agreement – Bill Maasen, Superintendent of Parks & Golf Courses

Per Mr. Maasen’s request, Mr. Schlagel tabled consideration of the agreement due to lack of information on the contract from T-Mobile.

E. E. Consider the results of the bid opening for 2019 JCPRD Hourly Heavy Equipment with Operator Rental held December 20, 2018, PRK 2018-022 – Cliff Middleton, Planning & Development Manager

Mr. Middleton explained this is an on-call contract providing JCPRD access to negotiated rates for heavy equipment and trained operators not otherwise available to JCPRD. Mr. Snider asked for some examples of when JCPRD would use this type of equipment. Mr. Maasen gave examples of when houses were demolished in 2018 and this contract was utilized. He also provided the example of the dredging of the fore bay wetland pond area in Shawnee Mission Park. Mr. Middleton stated JCPRD does a lot of limited scope construction such as trail replacement, pipes to be replaced, etc., and JCPRD has smaller equipment, but this bid provides access to larger equipment such as an excavator or loader. He added JCPRD will make good use of the contract. Mr. Middleton also stated JCPRD advertises on ION Wave, which is sent to 400 different firms. Out of that, one firm responded with a bid. Mr. Snider asked if this is a one-year contract. Mr. Middleton responded it would be a one-year initial term with the option to renew for four additional one-year terms. Mr. Snider asked if there would be an increase in current rates. Mr. Middleton answered the rates have increased, and Mark Allen, Project Manager II, shared examples of bid prices increases.

PGC-4 It was the consensus of the committee to recommend Board consent approval to award the bid for 2019 JCPRD Hourly Heavy Equipment with Operator Rental to Max Rieke Brothers, Inc., the sole and low bidder, whose bids met bid specifications and were under the superintendent's estimates as included on the bid tabulation sheet on file in the Administration Department's records.

F. Agreement for Future Pedestrian Improvements – Cliff Middleton, Planning & Development Manager

Mr. Middleton discussed the background of the agreement and stated it has been reviewed by legal counsel for JCPRD and the City of Overland Park. Mr. Snider asked if JCPRD would be responsible for maintenance of the sidewalk or trail. Mr. Middleton responded the city will maintain the asphalt trail that serves as a sidewalk, and JCPRD will maintain a short sidewalk to the trail connection on the north side of the Coffee Creek bridge.

PGC-5 It was the consensus of the committee to recommend Board consent approval of the Agreement for Deferment and Maintenance of Pedestrian Improvements.

G. Purchase of Playground Equipment for Verhaeghe Park – Cliff Middleton, Planning & Development Manager

Mr. Middleton reminded the committee that in December of 2018, JCPRD approved a general contract with Phillips Constructions KC, LLC to develop the park with the exception of the purchase and installation of the playground. JCPRD budgeted \$170,000 for this playground within the larger park project. The purchase of this playground equipment is through the Greenbush Purchasing Cooperative. He added that Landscape Structures also has their products on a national contract; however, the Greenbush cooperative pricing is better. Mr. Schlagel confirmed JCPRD is shopping various products for quality as well as price. Mr. Stewart explained this purchase is being brought before the committee because purchasing cooperative purchases over \$100,000 require Board approval per JCPRD's purchasing policy. Mr. Maasen added the playground design was shared with and approved by the Verhaeghe family.

PGC-6 It was the consensus of the committee to recommend Board consent approval to purchase and install Landscape Structures Inc. playground equipment for Verhaeghe Park from Athco, LLC utilizing the Greenbush purchasing cooperative contract in the combined amount of \$159,720.

H. Sole Source Procurement for Rainbird Irrigation and Pump System (Turfwerks) – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen stated all irrigation and pump systems at Heritage Park Golf Course are a Rainbird system, meaning JCPRD can only purchase this brand due to compatibility with controllers and irrigation heads. Mr.

Schlagel asked for an explanation of sole source procurement. Mr. Maasen explained many vendors have exclusive distribution contracts in areas of the country, and Turfwerks is the sole distributor for Rainbird in this region, which requires JCPRD to buy only from this vendor, thus "sole source procurement." Mr. Maasen also commented Johnson County Government purchasing staff had reviewed the briefing sheet and proposal and agreed this was a good example of sole source procurement. Mr. Maasen further explained the Board is required to provide approval in accordance with financial policies. Mr. Snider asked if water is pumped from the various lakes on the course. Mr. Maasen explained the lakes are all connected to the irrigation pond near the pump house, and the ponds are used as a storage location for the irrigation system. Mr. Snider asked if this system was electric. Mr. Maasen confirmed the system was electrical and is a big upgrade for the golf course. Mr. Maasen further explained the new system will have the ability to be controlled remotely and more efficiently.

Mr. Middleton added this item is listed under Golf Course Improvements and Replacements in the Capital Improvement Plan.

PGC-7 It was the consensus of the committee to recommend Board consent approval of the sole source procurement of a Rainbird irrigation/pump station at Heritage Park Golf Course using Turfwerks at a cost of \$174,500.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

Mr. Schlagel adjourned the meeting at 6:03 pm.

BOARD OF PARK AND RECREATION COMMISSIONERS PARKS & GOLF COURSES COMMITTEE

[Signature on file] _____

GEORGE SCHLAGEL, *Committee Chair*

*PREPARED BY Cindy Lawrence, PGC Sr. Administrative Assistant
Approved January 16, 2019*