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PARKS & GOLF COURSES (PGC) COMMITTEE

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MEETING MINUTES

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

February 11, 2019
5:35 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, Jeff Meyers, Paul Snider

Committee Members Absent:

Guests Present: Elaine Hawley, Cyndi White

Staff Members Present:

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

Terry Anderson, Superintendent of Safety &
Outdoor Education / Park Police Chief
Kaylan Collins, SOE Sr. Administrative Assistant
Michael Middlebush, Park Police Captain

DISCUSSION & ACTION

A. Partial Road Closure of Shawnee Mission Park for Road Race – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen began by giving a brief history of Team Sparkle Productions and their use of JCPRD parks for events. Mr. Maasen further explained that this group has requested a partial park closure of Shawnee Mission Park on Ogg Road between Midland Drive and the entrance to Oak Ridge for a 5K and a six-hour endurance race on September 29, 2019.

PGC-1 It was the consensus of the committee to recommend Board consent approval of Partial Road Closure of Shawnee Mission Park for Road Race.

B. 2019 Agreement for Dog Treat Vendor at JCPRD Dog-off Leash areas - Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen explained that a similar vendor similar had an agreement with JCPRD in the past but has moved out of the region. Mr. Maasen stated that Barkville Bakery approached JCPRD about selling items with a 10% share of gross revenue coming back to JCPRD. Mr. Maasen stated that in the past JCPRD netted approximately \$300-\$400 a year from the share of sales. Mr. Snider asked if the vendor would be onsite. Mr. Maasen answered yes it is similar to a food truck.

PGC-2 It was the consensus of the committee to recommend Board consent approval of the 2019 agreement for Dog Treat Vendor at JCPRD dog-off leash areas.

C. Mid-America Combined Training Association's (MACTA) Use of Heritage Park Equestrian Area in 2019 – Bill Maasen, Superintendent of Parks & Golf Courses

Mr. Maasen explained that this is an annual agreement for use of the Heritage Park equestrian area by Mid-America Combined Training Association (MACTA). This request requires approval of the seven weekend dates requested by MACTA as well as two rain dates. Maasen further explained that MACTA is required to pay the special use permit fee of \$75 as well as an extra mowing fee. Mr. Snider asked if their events impact other areas of the park. Mr. Maasen answered no, the area is separate from the general park uses.

PGC-3 It was the consensus of the committee to recommend Board consent approval of Mid-America Combined Training Association's (MACTA) use of Heritage Park Equestrian Area in 2019.

D. Approve Agreement for Arc Flash Hazard Analysis and Compliance Phase 2 Professional Consulting Engineering Services with Herzig Engineering – Cliff Middleton, Planning and Development Manager

Mr. Middleton began by explaining the details of the bid process and agreement and that this has been an ongoing project. Mr. Schlagel asked for an explanation of Arc Flash Hazard. Mr. Middleton explained it is a type of electrical explosion or discharge that results from a low-impedance connection through air to ground or another voltage phase in an electrical system. Mr. Middleton stated JCPRD does not have many high energy, industrial cabinets in any of our facilities and that our higher energy uses would be field lighting and/or pump houses. Mr. Schlagel asked if you get an arc flash is it considered electrocution or an explosion. Mr. Middleton answered it is dangerous. Mr. Maasen stated this would bring us in to compliance. Mr. Middleton explained that four years ago the County completed an audit to find issues within JCPRD. Mr. Schlagel asked the higher the rating the more dangerous and what would shield you from a blast. Mr. Middleton answered yes on the rating and electrical code prescribes what protective gear is needed such as clothing, full face mask, non-conductive gloves, etc. Mr. Middleton explained the County completed this RFP selection process and is now implementing Phase 2. JCPRD also participated in Phase 1 of the Arc Flash project. Mr. Middleton stated that JCPRD will pay our portion of the work at \$58,500. Mr. Schlagel asked what the risk is. Mr. Middleton answered that the risk would come from opening a power panel. Mr. Schlagel asked who would be doing this work. Mr. Myers added the workers would be qualified through OSHA. Mr. Middleton briefly discussed the safety details. Mr. Myers added this agreement would be protection for JCPRD if someone was working on equipment and not following the rules. Mr. Snider asked if any of the agreement is related to analysis on equipment upgrades. Mr. Middleton answered in Phase 1 JCPRD upgraded some equipment and installed current limiting fuses on our highest energy electrical panels. That previous work did mitigate the Arc Flash potential as well as fixed some code issues discovered during the phase 1 review. If there are additional issues identified by phase 2, JCPRD will follow up and take care of those.

PGC-4 It was the consensus of the committee to recommend Board consent approval of Agreement for Arc Flash Hazard Analysis and Compliance Phase 2 Professional Consulting Engineering Services with Heriz Engineering.

E. Consider Bids for 2019 JCPRD On-Call Mechanical & Plumbing Services PRK-2019-02 – Cliff Middleton, Planning & Development Manager

Mr. Middleton stated that a bid notification was sent to 237 firms with four responding. Mr. Maasen mentioned with approval of this recommendation JCPRD would have multiple contractors to contact if one was not able to complete the work. Mr. Middleton explained the individual bids and bidders listed on the tab sheet. Mr. Schalgel asked what the anticipated cost would be. Mr. Middleton answered we will look in past years to see what was spent on plumbing and mechanical. Mr. Maasen added currently Plumbing by Fisher

has been our on-call option. Mr. Schlager asked how directional boring would work. Mr. Masaen stated, as an example, we used them to bore under the road on the south side of the park. Mr. Middleton concluded by stating we are asking for approval of staff recommendations.

PGC-5 It was the consensus of the committee to recommend Board consent approval of Agreement for 2019 Bids for JCPRD On-call Mechanical & Plumbing Services PRK 2019-02 and to accept bids as identified in the staff recommendation from Plumbing By Fisher, Inc., Crystal Trenching Company, Inc., and The Fagan Company.

F. Consider Bids for 2019 JCPRD On-Call Electrical Services PRK 2019-01 – Cliff Middleton, Planning & Development Manager

Mr. Middleton stated similar to the above item for mechanical and plumbing, this would also be for on-call services. Mr. Middleton asked for approval of staff recommendations which would allow JCPRD the option of contacting more than one contractor at a time if one firm cannot do the work.

PGC-6 It was the consensus of the committee to recommend Board consent approval of 2019 Bids for JCPRD On-Call Electrical Services PRK 2019-01 and to accept the bids as identified in the staff recommendation from Heritage Electric, LLC, Pro Circuit, Inc., and Facility Solutions Group.

OTHER BUSINESS

Mr. Schlager inquired about the ADA Transition Plan. Mr. Middleton explained it is an effort to gather public input and to educate and train JCPRD staff on the ADA and our responsibilities under the ADA. Mr. Schlager asked for an example of someone who would show up and complain about an ADA issue. Mr. Maasen answered a patron that is a wheelchair user or has some other disability. Mr. Maasen added that the Board will receive a briefing of the full plan in March. Mr. Schlager asked if this is a line item in the budget. Mr. Middleton answered yes and said we have \$332,400 budgeted in the 2019 CIP for ADA Improvements. Mr. Middleton went on to explain that with the number of park amenities and facilities JCPRD has, there are many needs our consultant has identified.

ADJOURNMENT

Mr. Schlager adjourned the meeting at 6:09 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 February 20, 2019*