

LEAWOOD METROPOLITAN RECREATION AND PARK DISTRICT

Meeting minutes of December 11, 2024

The Leawood Metropolitan Recreation and Park District Board meeting was called to order at 6:07 p.m. by President Kyle Sargent. Members present: Judy Anderson/Vice President/Treasurer, Carrie Dupree/New Member, Carole Gottlieb/New Member, and Amanda Halbert/New Member. Other District: Dave Padilla/Park Manager, and Colin Mielke/Proposed District Counsel. Visitors: Leawood residents Wade Hansey and Donna Snyder (prior board Treasurer).

Approval of Agenda – The proposed agenda was approved without objection.

Consideration of District Counsel – Judy moved to accept Colin Mielke as district counsel, and Amanda seconded the motion. Colin briefly commented on the benefits of his firm, and what they can offer the board. The motion passed, with four in favor and one against.

During the meeting, Colin educated the directors about district requirements concerning meetings and the use of email in executing board business. Board matters must be discussed in meetings open to the public, so usage of email must be limited. Meeting notice requirements were also discussed.

Approval of Minutes – November minutes approved as amended. Special meeting minutes from December 5, 2024 approved as submitted.

Public Comments – None

Treasurer's Report – Judy presented the Treasurer's Report. The bills to be paid this month include Denver Water, Xcel, Weston, Doggie Bags, Waste Management, Honey Bucket, Rich Alarcon, and Dave's invoice. Judy also will be reimbursing Maggie Tocco (prior board member) for payment made to cover document scanning; they will meet the next Sunday for Judy to provide check to Maggie and receive the data on behalf of the board. Judy also updated the board regarding signers on the account; Carrie and Amanda were added, and some prior board members were removed. Amanda moved that the Treasurer's Report be received, and bills paid. Carrie seconded and the motion passed unanimously. Later in the meeting, Judy moved to add Dave's bills to the Treasurer's Report, as they were inadvertently excluded. Carrie seconded and the motion passed unanimously.

A brief discussion occurred emphasizing the usefulness of presenting current financial information compared to budget. This used to be the board practice and was lost during the prior Treasurer transition.

Parks Manager Report – All parks were mowed, inspected, doggie bags checked and replenished as needed. Dave completed minor ATV maintenance. Additional fall leaf clean-up anticipated this week. Snow removal occurred after second snow of the season. A board member expressed concern regarding icy patches at Weaver Park, and Dave explained the equipment and approach used by contractor Weston and the challenges of the task. The board discussed ideas to address icy patches remaining after snow removal. Dave also stated that the next Weston contract will likely be higher in price by about 5 percent.

(A) **Weaver Park** – Repaired swing structure and swing seat installed at Weaver Park.

(B) **Water System Leak** – Dave received call about a water geyser – impacting the backflow at Weaver Drive and Ingalls. It appears someone turned the water back on, but no way to know who; Dave suspects vandalism. Dave mentioned a special key required to turn the water on. Weston completed backflow repair.

New Business – (A) Adopt 2025 Budget, Set Mill Levy – There were no public comments provided related to the budget. The board discussed the results of the special meeting, and edits made to the budget, along with formatting changes. Additional information related to park project expenses was discussed with input from Dave. The board also discussed timing and submission requirements with input from legal counsel. Carrie moved to approve/adopt the 2025 budget. Amanda seconded, and the motion passed four to one. Judy moved to approve the mill levy at 3.73 (no change from prior year). Amanda seconded and the motion passed unanimously.

(B) Board Officers/Roles – With recent board changes, discussion occurred about shifting board member responsibilities to better align with everyone's talents and interests. Judy moved to name Amanda as Treasurer; Carole seconded, and the motion passed unanimously. Amanda moved to name Carrie as secretary; Carole seconded, and the motion passed unanimously. Amanda moved to confirm Judy as VP; Carole seconded, and the motion passed unanimously. Kyle shared that he is formally stepping down as Board President (but will remain on board). None of the other board members were ready to fill the President role, and this position will be discussed at the next meeting.

(C) Park Manager Succession Planning – The board discussed options related to Park Manager succession, with input from legal counsel. The consensus was that a management company would likely be the more expensive option compared to a part-time Park Manager such as Dave, but both options are under consideration as we prepare for Dave's successor. We discussed the need to have current contracts, proof of insurance, and W-9 forms for all contractor relationships. Dave to consider proposing a contract with flat-rate seasonal pricing to cover defined job duties. Carrie will meet with Dave soon to formally document park manager responsibilities. Periodic meetings between the board and all contractors is a best practice. More discussion will occur at the next meeting.

(D) Review SDA Calendar – Brief discussion occurred related to upcoming deadlines; mill levy certification due 12/15, budget due 1/30.

(E) Review By-Laws – not formally included on 12/11 Agenda given time constraints.

(F) Other Topics – Throughout the meeting, various topics were brought up for future consideration and discussion:

- A board member brought up the planned subdivision that will be adjacent to Leawood (Arcadia) and how that might impact the mill levy/budget and timing considerations. Colin discussed his knowledge about the legal process to add this subdivision to LMRPD. More information needed so we can consider in future budget years.
- A board member suggested we work to document all ongoing responsibilities of various board positions so that directors can be better informed overall, and to serve as orientation/training for new directors.
- A board member suggested we periodically schedule relevant training for the group, with options available through the Special District Association (SDA). Per Colin, meetings with training could be paid, but need to include board business. Another recommended training option is the annual SDA conference in Keystone, CO.
- Discuss Zelle/ACH at January meeting.
- Board Elections – The director election in May can be cancelled if there are no extra people interested in positions. Brief discussion about letters to homeowners regarding ballot requirements. The board needs to decide on sending mailers.

Old Business – (A) Website – The Board previously discussed the option of pursuing a website through the CO Statewide Internet Portal Authority (SIPA), which offers website hosting and maintenance at no cost to the district. Given the resources available through CO SIPA, the

board could create the website over time, or the Board could choose to hire a third party to assist and get it done more quickly. Coberly Web Creations was discussed as a preferred third-party option, as the Board already has a contract proposal with them for this task; this is also the company recommended by Sharon Trilk with CO SIPA. The board was generally supportive of getting the website done more quickly to improve process efficiency. Amanda moved that Carrie pursue engagement with Coberly to help us build out the website. Carole seconded the motion, and it passed unanimously.

Future Board Meetings: The next Board meeting will be **Wednesday, January 8, 2024, 6:00 p.m.** at Leawood Elementary School.

Adjournment: The meeting was adjourned at 9:38 p.m.

Carrie Dupree
Director/Secretary

Future Meetings:

Wednesday, January 08, 2025, 6:00 p.m., at Leawood Elementary.

Wednesday, February 12, 2025, 6:00 p.m., at Leawood Elementary.

Wednesday, March 12, 2025, 6:00 p.m., at Leawood Elementary.