

# LEAWOOD METROPOLITAN RECREATION AND PARK DISTRICT

## Meeting minutes of January 8, 2025

The Leawood Metropolitan Recreation and Park District Board meeting was called to order at 6:05 p.m. by Counsel Colin Mielke. Members present: Judy Anderson/Vice President, Amanda Halbert/Treasurer, Carrie Dupree/Secretary, Carole Gottlieb/Director (appointed President during meeting), Kyle Sargent/Director. Other District: Dave Padilla/Park Manager and Legal Counsel Colin Mielke.

**Approval of Agenda** – No objections were presented to the proposed Agenda emailed on January 7, 2025.

**Approval of Minutes** – December minutes approved as amended.

**Public Comments** – None.

**Treasurer's Report** – Amanda presented the Treasurer's Report. The bills to be paid this month include Weston; Doggie Bags; Honey Bucket; Seter, Vander Wall & Mielke P.C. (legal counsel); QuickBooks; and Dave's invoice. Amanda briefly explained that December financials were still in process, and that she was having issues with reconciling the flow of funds, and more time was needed. Amanda also discussed the status of QuickBooks – the Canadian version was purchased inadvertently, so Amanda is working to correct. Judy moved to accept the report and pay the bills. Carole seconded and the motion passed unanimously.

A discussion occurred about allowing the Treasurer to pay certain routine bills without a formal vote by the board, which could help us avoid late fees when a quorum is not present during a regular board meeting. A board member mentioned challenges that can arise if bills are paid and then certain work is not completed as expected (contracted work, as an example) – it can be challenging to claw-back the money once it is paid. In response, the Board discussed changing current process to require Board sign-off on all quotes instead of at the time of payment to mitigate issues. In addition, the board discussed that if the Park Manager became aware of any issues with vendors, he will communicate with the Treasurer – payments can be held back if warranted. Note: Park maintenance contracts were explicitly excluded from this motion (Weston, Dave Padilla, and Rich Alarcon).

Judy moved to approve monthly routine payments of reoccurring and consistent bills (Insurance, Waste Management, Xcel Energy, Denver Water, Doggie Bags, Honey Bucket, and SDA membership) and Amanda seconded; the motion passed 4 to 1.

**Parks Manager Report** – All parks were mowed, inspected, doggie bags checked and replenished as needed. Dave used petty cash to buy parts and so petty cash needed replenishment.

- (A) **Weaver Park** – Dave had Weston remove ice/snow in the Pavilion area and soccer field paths, as well as add ice melt.
- (B) **Raccoon Hollar** – Phase 2 of the safety trim started in mid-December and will be completed as weather conditions allow.
- (C) Dave and the Board discussed possibly selling the ATV and storage unit, but no final decisions were made. Dave will ask Weston if they are interested in purchasing the ATV and trailer, and what they might offer for this equipment.

**New Business** –

- (A) Water Leak Adjustments** – Judy researched that if we can provide proof of repair to address water leaks (to Denver Water), we may be entitled to a partial refund. Judy will submit information to Denver Water for irrigation leaks we repaired during 2024.
- (B) Safety Grant Fund Expiration** – \$293.18 expires March 31; balance is \$1,690.81. The board discussed a few ideas to potentially use the funds (new trees, concrete shaving to reduce trip hazards). Colin Mielke can provide us an SDA Brochure that details what items qualify for safety grant funds. A board member expressed the desire to get more information to help solidify the numbers around tree replacement cost. Dave and Judy to walk through the parks with the Weston Arborist (Ben) and Weston Irrigation contact (Victor) to advise on trees in Weaver Park.
- (C) Beaver Dams in Weaver** – There are a couple of beaver dams in our streams. The board is researching options to manage beaver-related issues.
- (D) Post Office Box Access** – Carrie will meet with Debby before the next meeting and collect the keys for the post office box and storage unit at Leawood Park.
- (E) LMRPD Records Drive** – Judy gave the hard drive (containing digitized historical park records) to Carrie, requesting she access the files and work to determine what needs to be put on the website; the documents need additional organization.
- (F) Proposed Storage for electronic records – board and public access.** The website will provide the Board a solution for providing documents to the Board and the public. Colin Mielke has a list of documents required for public access (includes budgets, audits, etc.) that we can review as we set up our website to ensure compliance.
- (G) Insurance claim to be filed by Board member** – A board member communicated their intention to file a Director's claim with insurance to facilitate the cooperation of other board members. Counsel stated claims must be filed by the district and questioned the basis for the claim. The Board member asserted that the claim would be filed based on the general advisement of a DOLA representative.
- (H) Designate Election Official** – Amanda moved to designate Seter, Vander Wall & Mielke P.C. as our election official in 2025, and Carrie seconded. The motion passed unanimously.
- (I) By-Laws** – Postponed for future meeting. SDA has samples we can review and consider.

#### **Old Business –**

- (A) Board President position and hand-off list** – Board discussion related to the open President position occurred. Carrie moved to appoint Carole as President. Carole seconded and the motion passed 4 to 1. Prior President Kyle Sargent stated he had no hand-off list to provide.
- (B) Website Update** – Mr. Mielke informed the board that his firm (Seter) could provide some assistance to get a basic website up at less cost than Coberly Web Creations. Most board members felt that they wanted the additional support and web design services from Coberly Web Creations. Mr. Mielke also recommended we get proof of liability insurance from Coberly Web Creations, and that we get the contract proposal amended to include an indemnification clause (regarding accessibility compliance). Judy moved that Carrie accept the contract on behalf of the board, but only after amending it to include an indemnification clause and verifying Coberly's insurance coverage; if Coberly is unwilling or unable to provide the requested update/information, then we would engage Sieter instead. Carrie seconded the motion and it passed unanimously.
- (C) Insurance Update** – Judy moved to put Workman's Comp Insurance in place and allow Amanda to sign the policy. Carrie seconded, and the motion passed unanimously. After a question arose about copies of director emails, Counsel Mielke suggested we add this as a future agenda item to discuss the process we want to follow.

**(D) Parks Manager Succession Planning** – The board briefly discussed looking into third parties that provide park management oversight or finding an interested person in the local area. A couple resident names were discussed as potential options: Leawood resident Kenneth Leaf (has expressed interest since late 2024) and Jonathan Violand (the husband of director Carrie Dupree – but conflict of interest applies here per Counsel). Dave communicated his commitment to be available to transition a new Park Manager. Carrie met with Dave in December to document the Park Manager role, and the final draft will be sent to the Board before the February meeting. Weston will continue to do key maintenance items; a new contract with Weston is anticipated in the near term, and Dave said to expect it to reflect an increase of about 6% from prior year. A board member asked if the contract proposal could be provided by the next regular meeting – Dave will inquire. The board would like to schedule a meeting with Weston to discuss the new contract.

**(E) Review SDA Calendar** – Colin will cover this item at the next regular meeting.

**Future Board Meetings:** The next Board meeting will be **Wednesday, February 12, 2024, 6:00 p.m.** at Leawood Elementary School.

**Adjournment:** The meeting was adjourned at 9:09 p.m.

Carrie Dupree  
Director/Secretary

**Future Meetings:**

Wednesday, February 12, 2025, 6:00 p.m., at Leawood Elementary.  
Wednesday, March 12, 2025, 6:00 p.m., at Leawood Elementary.  
Wednesday, April 9, 2025, 6:00 p.m., at Leawood Elementary.