

**LEAWOOD METROPOLITAN RECREATION AND PARK DISTRICT  
Special Meeting March 4, 2025**

The Leawood Metropolitan Recreation and Park District (LMRPD) Special Board meeting was called to order at 6:04 p.m.

**Attendees:** Carole Gottlieb (President); Judy Anderson (VP); Carrie Dupree (Secretary); and Ken Leaf (resident and Park Manager candidate). Other community members present: Mike Shaw and Tom Bryant

Directors Amanda Halbert (Treasurer) and Kyle Sargent were unable to attend.

**Location:** Leawood Elementary

**Approval of Agenda** –There was no objection to the Special Meeting Agenda as presented via email on February 28, 2025, which was confirmed as posted by JeffCo clerk on March 3, 2025.

**Park Manager Contract** – Ken Leaf transitioning into PM position, pending contract. No actions were voted upon.

- Ken updated the board on his liability insurance – he will purchase a policy before the next meeting.
- A brief discussion of the PM contract occurred, with a few corrections and updates needed. An updated PM contract and Statement of Work will be voted upon at the regular meeting in March.
  - Going forward, the PM will be paid to attend the meeting and provide his update. PM will not be required to be present for entire meeting, and will not be paid for remainder of meeting.
  - PM will be allowed more hours in the summer given the seasonal nature of the work. Contract will provide maximum number.
  - The board also discussed having Ken submit future requests for reimbursement from Denver Water when we fix water leaks that inadvertently occur.

**Annual Audit Exemption** – No material discussion occurred.

**Insurance** – The board discussed leveraging volunteers and the availability of additional insurance coverage for the board that would cover the liability risk of using volunteers, at a cost of up to \$50 per year for up to 200 volunteers. The board unanimously voted to add the additional insurance coverage.

**Election** – A brief discussion occurred regarding the election. Four individuals submitted self-nomination forms by the 2/28 deadline. Another neighbor is interested in joining the board but did not submit the form to the Designated Election Official (DEO) by the deadline. Because only four individuals self-nominated (five open slots), the election will be cancelled and Seter, Vander Wall & Mielke, P.C. (the DEO) will send required notice. No actions were voted upon.

**US Bank Single Point** – The treasurer was unable to attend meeting, so this topic will be discussed during next meeting.

**DropBox** – The board briefly discussed the benefits of having a DropBox for the park where we can store historical records and move away from paper documents. The board unanimously approved purchasing a DropBox file storage subscription for the board, up to \$200 per year.

**Weston & Service Contracts** – Multiple proposals (such as LDL, Cox, Savatree) are in process for tree trimming or park maintenance, which serve to help the board understand market pricing for services in today's environment, as well as provide varying perspectives on the work that needs to be done. No actions were voted upon.

- Weston will attend the next meeting, and we will decide whether to accept their 2025 contract at the increased rates.
- Going forward, PM Ken can consolidate service contract/proposal information and help educate the board and bring in various experts to speak to the board as appropriate.

**Vintage Reserve (VR)** – We have not been properly notifying VR of LMRPD actions because they do not receive the Rappporter, and no recent communications have been sent to them (excepting the flyer the Board hand-delivered in February to homes in that community). No actions were voted upon.

- The board generally discussed the challenges of providing information widely to the VR community given the lack of one centralized channel to provide information to everyone.
- We also discussed that our communication plan for the entire park district should leverage all available channels, including Rappporter, Social Media, VR HOA, mail, new website, etc.
- We discussed possibly sending out one more mailing as well, to explain status and reference new website.

**Arcadia Development** – The board discussed that we should be receiving ~\$75k from the Arcadia Development, which will help us with park expenses in the next few years. However, to continue to manage the park locally, we will have to consider increasing the mill levy. No actions were voted upon.

**Website Update** – The new website is now live, but also still under development. No actions were voted upon.

- The web address is: [leawoodparks.colorado.gov](http://leawoodparks.colorado.gov)
- Trish (Coberly Web Creations) recycled a lot of the content from the old LCA website (the park-specific info), with some adjustments as directed by Carrie. Everyone is encouraged to review website content and recommend additional adjustments.
- Upload of documents – pending completion. We will need to ensure all documents available on the website are accessible per regulations. We discussed that it makes practical sense to keep the key document requirements on the website going back a limited time, then have the bulk of historical records accessible to us via DropBox.
  - We received the board minutes from Debby (in digital format), going back to 2015.
- When the new board takes over, we need to update the website with a general correspondence email or position-specific board email (for contacting the board), as some directors may not be comfortable sharing their phone number and email address

publicly. In the interim, Carrie is sharing her email on the website:  
carriepb2024@gmail.com

- We would like a logo but need to develop one. This is lower priority and can be added to the website at any time.

**Miscellaneous Topics – No actions were voted upon.**

- The board acknowledged that guidelines for volunteers need to be prepared, and all volunteers should be coordinated through the Park Manager.
- A brief discussion of meeting procedure occurred. We are not legally required by the state to use Robert's Rules of Order (RRO), but RRO are currently required by our bylaws, which are outdated. Updates to Bylaws are scheduled for update in 2025. A community member expressed that some procedural guidelines are warranted to facilitate orderly meetings.
- A brief discussion related to park maps occurred. Judy has a binder with printed maps. The consensus is we need to get paper maps in digital format.
- A brief discussion occurred about the entry to Leawood. The entry is owned by Jefferson County, but the Leawood Civic Association has the right of way to maintain it. A community member expressed dissatisfaction with the condition of the entry, and a desire to unify maintenance and have the park board involved but acknowledged the likely challenges.
- A community member/future board member stated that Country Farms is not receiving the Rappoter (based on conversation with one resident) which does not align with the board's understanding of the Rappoter mailing distribution list. We will need to confirm this information.
- Ken said he may be able to complete some of the Xeriscape garden trimming (Raccoon Hollar) that Rich Alarcon currently does. The board and community discussed the large volume of work, including some areas that haven't been trimmed.
- A community member had multiple comments:
  - It is impossible to understand when multiple people are talking on different topics;
  - The rotting landscaping boards (part of the Raccoon Hollar path) can be replaced, and Rich Alarcon said he can do the work and provide a quote;
  - There are rats under the dumpster at the south end of Raccoon Hollar, which need to be addressed.

The meeting adjourned at 7:22 p.m.

Carrie Dupree  
Secretary

Next scheduled meeting:

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