

**CITY OF MISSION, KANSAS**  
**PARKS, RECREATION, AND TREE COMMISSION MEETING**  
**AGENDA**

**MONDAY, January 22, 2018**  
**6:00 p.m.**  
**Sylvester Powell, Jr. Community Center**

*“To enrich the quality of life for residents of Mission and surrounding areas by fostering a strong sense of community and providing a variety of multi-generation activities that promote healthy lifestyles.”*

1. Approval of November 20, 2017 meeting minutes (Mark R)
2. Review Ordinance establishing PRT (Christy)
3. Arbor Day Poster Contest Update (Kathy)
4. Rotary Partnership for Tree/Plant Sales Seedling Giveaway (Dahnika)
5. Upcoming Programs/Events: (Jenny)
  - Free Family Fun Nights
    - February 2nd
    - March 2nd
6. Review/Evaluate/Prioritize Master Plan Level 1 Priorities (Mark/Christy)
7. CIP Committee Update (David/Nathan)
8. Other
9. Adjournment

**Mark Raduziner - Chairperson**  
**Sylvester Powell, Jr. Community Center**  
**6200 Martway St.**  
**913-722-8200**

**Mission Parks, Recreation and Tree Commission Meeting Minutes**  
**DRAFT UNTIL APPROVED**

**Monday, November 20, 2017**

The City of Mission Parks, Recreation and Tree Commission met at the Sylvester Powell, Jr. Community Center in the Breakout Room on Monday, **November 20, 2017** at 6:00 p.m.

In attendance: Mark Raduziner, Ward IV, Mary Funk, Ward IV, Anne O'Leary, Ward I, Beth Garcia, Ward II, Karin Capron, Ward II, Mellissa Currie, Ward II, Nathan Dormer, Ward III, Deborah Rushing, Ward III, David Schwenk, Ward III, Dahnika Short, Ward II, Lekha Shredhar, Ward I, Watson Deacon and Kelsey Gibbs , student representatives. Christy Humerickhouse, Kathy Lockard and Jenny Smith represented staff.

Absent - Erin Beaslin, Ward IV, Jacque Gameson, Ward IV

Mark called the meeting to order at 6:03 p.m.

**Approval of September 18, 2017 Meeting Minutes (Mark R)**

- Karin had an additional note. Karin was in attendance on October 6<sup>th</sup> at the Indoor Playground area of the Free Family Fun Night. Her name will be added to the October 6th volunteers;
- **Mary Funk** moved to approved the minutes with the addition of Karin's name to the October 6th Free Family Fun Night;
- **Lekha Shredhar** seconded;
- **Motion passed - minutes approved.**

**Holiday Lights and Festive Sights. Friday, December 1<sup>st</sup> (Christy)**

- Student Representatives Kelsey Gibbs and Watson Deacon were asked to recruit student volunteers to assist in the arts and crafts area, each is to bring 3 individuals;
- Hot Dogs – Hy-Vee is not going to sponsor. Jenny will still ask them if they would like to provide the grill. Jenny will get a firm yes or no on Tuesday, November 21<sup>st</sup>. She will at least ask about the grill.;
- Anne O'Leary Mellissa Currie, Nathan Dormer, Mary Funk and David Schwenk will help in the food area;
- Fliers were given to each of the members so they can see the different activities;
- Christy will provide Safety Vests for all workers. Everyone requested to stay until 8:30 p.m. to assist with cleanup.

### Poster Contest Planning (Kathy)

- Kathy gave a quick overview of the program and passed around the guide that will be given to the 5th grade teachers at Rushton;
- The theme is *Kansas Trees are Terrific...And Energy Wise!*;
- Timeline was shared with the committee;
- Christy put together a sub-committee for the classroom celebration which will include Karin Capron, Jacque Gameson, Beth Garcia, Lekha Shredhar and Kathy Lockard. The date will be in March and will be shared with the committee once the teachers have chosen the date.

### Rotary Partnership Opportunity (Dahnika)

- The Shawnee Mission Rotary Club received a grant to give away seedlings in conjunction with Arbor Day and Earth Day, April 21<sup>st</sup>;
- Trees will be ordered ahead of time and participants will be able to pick them up here at the Community Center. Look into a notebook with pictures for patrons to view the trees before purchasing;
- Turn this into a larger event than just giving away trees such as information on correct planting of trees (reach out to Kim Bomberger), sustainability information (City of Mission Sustainability Committee) and food, face painting (suggested by Anne O'Leary), samplings available for free; Emerald Ash Borer tattoos (provided by Karin Capron). This is also Earth Day, so connect a program to that as well.
- Kathy Lockard will be the staff representative for this event;
- Dahnika will head up the committee with the following members: Kathy Lockard, staff, Mellissa Currie, Beth Garcia, Karin Capron, Jacque Gameson and Leekha Shredhar.

### Upcoming Programs/Events

- Free Family Fun Nights:
  - January 5<sup>th</sup> – Mary Funk and Mark Raduziner
  - February 2<sup>nd</sup> – Mary Funk and Nathan Dormer
  - March 2<sup>nd</sup> – Mary Funk and Kelsey Gibbs

### CIP Committee Update

- David Schwend and Nathan Dormer are the parks, recreation and tree commission representatives on this committee.
- Nathan reported that several members of the CIP Committee feel that if a dog park is built, that it should go in Streamway Park. A Friends of the Dog Park group is being assembled to determine how such a park would be funded and where it will go. Capital Fund is limited and parks are one of the biggest users, but other necessary items are normally put in front of parks such as water and streets.

- The deteriorating condition of the tennis courts in Andersen Park were also discussed at the CIP Committee meeting;

Other

- Christy and Mark attended the KCMPRDA (Kansas City Metro Parks & Recreation Director Association Banquet);
- Christy reminded members of the Mayor's Holiday event on December 7<sup>th</sup>. Please RSVP.

Adjournment:

- **Anne O'Leary** moved to adjourn the meeting;
- **Karin Capron** seconded the motion;
- **Motion passed** – meeting adjourned at 6:30 p.m.

Respectfully submitted by Kathy Lockard, Administrative Supervisor, City of Mission Parks & Recreation

## Chapter 230

### PARKS AND RECREATION

#### ARTICLE I

##### Parks, Recreation and Tree Commission

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Section 230.230. Campfires and Burning  
Materials Prohibited —  
Exception.

Section 230.240. Restroom Maintenance.

Section 230.250. Use of Playgrounds and  
Equipment.

Section 230.260. Use of  
Parks/Restrictions.

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Editor's Note — Chapter XII, Public Property, Articles 3 — 5 were deleted by Ord. No. 1017 dated 8-22-01 and Article 1 was amended by Ord. No. 1017.

ARTICLE I  
Parks, Recreation and Tree Commission

**Section 230.010. Commission Established — Membership.**

[CC 2000 §12-101; Ord. No. 1017 §12-101, 8-22-2001; Ord. No. 1216 §1, 11-8-2006; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1458 § I, 4-19-2017]

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Commission is hereby established. The Parks, Recreation, and Tree Commission shall consist of fifteen (15) members, one (1) of whom may be a non-resident of the City of Mission; two (2) of whom may be youth members. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, and Tree Commission. Members shall be appointed for terms of two (2) years each except youth members who shall be appointed for one (1) year and except otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Commission shall be appointed at the first regular meeting of the Governing Body in January. Members shall serve without compensation.

**Section 230.020. Commission Function.**

[CC 2000 §12-102; Ord. No. 1017 §12-102, 8-22-2001; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017]

The Parks, Recreation, and Tree Commission shall meet on a monthly basis. Times of meetings shall be posted publicly and open to members of the public. Meetings shall be held in City/public facilities. A majority of the members shall constitute a quorum in order to transact or conduct business. A record of all proceedings shall be kept.

**Section 230.030. Annual Review.**

[CC 2000 §12-103; Ord. No. 1017 §12-103, 8-22-2001; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017]

- A. The Parks, Recreation, and Tree Commission will assess needs and make recommendations regarding recreation programs, facilities and equipment, and will conduct an annual review of the budget, making recommendations for capital improvements to be presented to the Governing Body for consideration.
- B. It shall be the responsibility of the Parks, Recreation, and Tree Commission to study, investigate, counsel and develop a written tree plan to provide a guide for the proper development and maintenance of the trees on City-owned property, including the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys. It shall further be the responsibility of the Parks, Recreation, and Tree Commission to direct tree care and landscaping in all City parks and to recommend the location for planting.

- C. The Parks, Recreation, and Tree Commission will be responsible for the completion of a tree plan, which shall be presented to the Governing Body for approval. Thereafter, the Commission shall review and consult with a contracted arborist and update the plan as necessary with same submitted to the Governing Body prior to April 1 in even numbered years. The Parks, Recreation, and Tree Commission shall recommend budget allocations necessary to accomplish agreed-upon projects, including projects recommended for inclusion in the City's five-year Capital Improvement Program.
- D. In accordance with the approved tree plan, the Parks, Recreation, and Tree Commission shall control planting, pruning and removal of all trees located within the street rights-of-way, easements, alleys and parks of the City. Any owners of land abutting such rights-of-way, easements, alleys and parks may, when acting within the provisions of this Chapter and the approved plan, prune, spray, plant or remove trees in that part of such street rights-of-way, easements and alleys abutting his/her land not used for public travel. Any owner of property intending to deviate from the provisions of this Chapter must first secure written approval from the Parks, Recreation, and Tree Commission.

**Section 230.040. Officers.**

[Ord. No. 1017 §12-104, 8-22-2001; Ord. No. 1216 §2, 11-8-2006; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017]

The Parks, Recreation, and Tree Commission shall consist of thirteen (13) members from which a Chair and Vice Chair shall be elected. The Chair shall conduct and chair all meetings. The Vice Chair shall act in the absence of the Chair. Officers shall be elected at the first regularly scheduled meeting after the Governing Body has appointed new members at the first regularly scheduled meeting in January.

**Section 230.050. Member Removal.**

[Ord. No. 1017 §12-105, 8-22-2001; Ord. No. 1305 §1, 10-21-2009]

Any members of the Commission may be removed or replaced by a vote of the majority of the Governing Body at any regularly scheduled meeting of the Governing Body.

**Section 230.060. (Reserved) <sup>1</sup>**

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1. Editor's Note: Former Section 230.060, Quorum For Business, which derived from Ord. No. 1017 § 12-106, 8-22-2001; Ord. No. 1305 § 1, 10-21-2009, was repealed 3-15-2017 by § I of Ord. No. 1452.

ARTICLE II  
(Reserved)

Section 230.070. (Reserved) <sup>2</sup>

ARTICLE III  
General Regulations For Parks/Park Areas/Playgrounds

**Section 230.080. Definition — Operation Hours of Parks/Park Areas/Playgrounds.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-201]

- A. As used in this Section, the term "*park*" shall include all parks, fitness courses, walking trails and athletic fields owned or operated by the City for use by the public.
- B. All parks shall be open for use by the public between the hours of 6:00 A.M. to 10:00 P.M.
- C. All parks shall be closed for use to the public between the hours of 10:00 P.M. to 6:00 A.M. or during such other hours as the Governing Body has established. At these times, the City parks shall be deemed closed to the public and all persons, other than Law Enforcement Officers and personnel, Firefighters and authorized City employees and authorized personnel, shall remain off of the public parks of the City; however, parks may be closed temporarily or opening hours extended temporarily in case of emergency, special events, adverse weather conditions or unusual circumstances as determined and ordered by the Chief of Police or the Director of Parks and Recreation.

**Section 230.090. Fitness Courses, Hiking and Walking Trails.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-202]

Any paved trail within a park shall only be used by pedestrians. On hiking trails, only pedestrians shall be allowed. Fitness courses shall be used only for walking, running and exercising.

**Section 230.100. Dogs, Cats and Other Animals.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-203]

All dogs, cats and other domesticated animals shall be leashed and kept under control while in a park or park area. Owners must remove feces or waste from their animals.

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2. Editor's Note — Ord. no. 1216 §3, adopted November 8, 2006, repealed art. II "parks and recreation council committee" and section 230.070 "functions" derived from ord. no. 974 §3, 4-5-99; ord. no. 1017 §12-502, 8-22-01. At the editor's discretion we have left this article and section reserved for the city's future use.



**Section 230.110. Alcoholic Liquor, Cereal Malt Beverages, Illegal Substances.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-204]

No person shall possess, consume or drink any alcoholic liquor, cereal malt beverage or other illegal substances within the boundaries of any park.

**Section 230.120. Firearms and Weapons.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-205]

Except as provided in this Subsection, no person shall discharge, use or carry within the boundaries of park facilities any firearm, air gun, spring gun, blank gun, slingshot or any other weapon in which force is used to propel projectiles. This Section shall not apply to Law Enforcement Officers who are authorized by law to carry a firearm.

**Section 230.130. Refuse Disposal/Littering.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-206]

While in a park it is unlawful for any person to dump, deposit or leave bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse other than in receptacles provided for that purpose. No person shall transport any refuse into any park for the purpose of disposal therein.

**Section 230.140. Amplified Sound.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-207]

Only those persons who possess a permit from the City and who are acting in conformity with the terms and conditions of the permit or otherwise have permission of the City shall be allowed to emit amplified sound within the boundaries of a park. No unreasonable noise shall be emitted in uses of the park.

**Section 230.150. Signage.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-208]

Posting of signs shall be prohibited except in accord with the provisions of any permit issued by the City.

**Section 230.160. Solicitations.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-209]

No person shall solicit or advertise for sale within the boundaries of any park any product, item or service except as provided under the terms and conditions of a permit issued by the City.

**Section 230.170. Demonstrations, Exhibitions, Special Events.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-210]

Demonstrations, exhibitions and special events must be approved by City Council or its designated representative pursuant to policies duly adopted by the City prior to their occurrence. Written application must be made to the City at least seven (7) days in advance of the proposed demonstration, exhibition or special event. If the event is approved and requires an extra demand on City services, the applicant will be assessed such fees payable before the activity occurs.

**Section 230.180. Reservation Permit.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-211]

All park facilities, including, but not limited to, playing fields, picnic shelters and gazebos, shall be subject to use by reservation permits issued by the City and any person or group holding a valid reservation permit shall have the right of usage of the facility designated by the permit over any person or group without such a permit. A refundable cleanup deposit of fifty dollars (\$50.00) may be required for groups of twenty-five (25) or more. This deposit will be refunded if the facility is left clean and undamaged.

**Section 230.190. Application For Permit.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-212]

Applications for permits shall be made to the City of Mission Parks and Recreation Department. No permit shall be issued if the application is made more than ninety (90) days or less than seven (7) days in advance of the date requested.

**Section 230.200. Revocation of Permit.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-213]

The City shall have the right to suspend or revoke any permit issued under the authority of this Section when any person or group holding a permit engages in misconduct at the park facility or when unforeseen events or maintenance needs arise. The Director of Parks and Recreation and/or the Director of Public Works shall render the final decision on all applications and revocations.

**Section 230.210. Injuring Property or Removing Equipment Prohibited.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-214]

It is unlawful for any person to mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, paving or paving materials, water lines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flowers, shrubbery, grass, trees, statues, posts or other boundary markers or other structures or equipment, facilities or park property or other property under the ownership, jurisdiction or control of the City; however, nothing contained herein shall prevent any person or persons from moving any portable table or bench which has been placed in the park for use by the public to an adjoining or nearby table within the immediate location of the temporary table or bench; however, no temporary table or bench shall be moved from its original location in such a manner that it is disassociated from the use and the area for which it was first placed in the park. No equipment of any kind shall be removed from park premises. No connection to any public utility is permitted without authorized permission.

**Section 230.220. Vehicle Restrictions and Prohibitions.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-215]

- A. Motor vehicles are specifically prohibited from operation within any City parks except parking lots, access drives to parking lots and park streets, or areas specifically established by the Chief of Police for motor vehicle use.
- B. The presence of motor vehicles in parking lots, parking access drives and park streets is prohibited when parks are closed.
- C. Parking for special events, organized activities, etc., may be designated to a specific location by the City.

**Section 230.230. Campfires and Burning Materials Prohibited — Exception.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-216]

- A. No person shall build or attempt to build a fire in any park area except barbecues which will be limited to grills or areas specified by the City. No open fires will be permitted. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or

cigars or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

- B. No overnight camping without specific written permission will be allowed within the parks.

**Section 230.240. Restroom Maintenance.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-217]

No person shall fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition.

**Section 230.250. Use of Playgrounds and Equipment.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-218]

- A. Playground equipment is designated and intended for the use of children under the age of fourteen (14).
- B. Children under the age of five (5) years must be supervised by an adult.
- C. It is unlawful for any person to use or occupy playgrounds or playground equipment other than the purpose intended.
- D. Destruction of any public property or playground equipment is a violation of City ordinance.

**Section 230.260. Use of Parks/Restrictions.**

[Ord. No. 969 §1, 8-26-1998; CC 2000 §12-219]

- A. The following restrictions are placed on the use of all City parks:
  - 1. Bicycles, skateboards, roller blades, roller skates, motorized vehicles or other wheeled vehicles, with the exception of wheelchairs, are prohibited on trails designated as walking trails. This restriction does not apply to strollers or young children accompanied by adults.
  - 2. Glass bottles and glass containers are not allowed in parks.

## **2018 Arbor Day Poster Contest Timeline**

- December 2017 - Meet with Rushton 5th grade teachers to cover poster contest rules and to set a timeline for the activity.
- January 3 - 25, 2018 - Classroom work.
- January 25, 2018 - Collect the top 10 winning posters from Rushton.
- January 25, 2018 (afternoon) - January 30, 2018 (morning) - Posters hang at SPJCC for public voting.
- January 31, 2018 - Overnight winning poster to District Forestry Office.
- March ??, 2018 - Classroom celebration at 2:30 p.m.

## **Parks and Recreation Master Plan Level 1 Priority Recommendations - Facility**

### **Overall:**

- Develop a Parks Signage Master Plan to enhance wayfinding, identification, and information signage throughout the Parks System.
- Create a Site Furnishing Standard guideline for the parks system. Site furnishing should include, but not be limited to: lighting, benches, trash receptacles, recycle receptacles, pet waste stations, pet water fountains, drinking fountains, etc.
- Develop a trails master plan that addresses connectivity and accessibility throughout the City of Mission and to adjacent trail networks.
- Identify additional sidewalks needed throughout the city to connect underserved or inaccessible areas.
- Further study and analyze the development and maintenance of a dog park.
- Provide guidance, in connection with the Communities for all Ages checklist to maximize the physical accessibility of public spaces for all levels of ability and age.

### **Andersen Park:**

- Redesign Andersen Park to allow for the same programs, but in a more efficient manner. Seek approval from the Land and Water Conservation board before changes are made. (~15,000 - \$20,000)
- Analyze relocation of tennis courts to Mohawk Park. If tennis courts are to remain in Andersen Park, evaluate and prioritize improvement needed, including but not limited to: moving out of floodplain; surfacing; and lighting updates. (~\$65,000 - study only)
- Replace playground surfacing and playground elements. (~\$75,000 - 100,000)
- Maintain existing NEOS.
- Improve trail / sidewalk conditions within the park. (~45,000 - \$60,000)

### **Broadmoor Park:**

- Renovate existing fields to remove previous parking lot. Incorporate irrigation with field improvements. (~\$100,000 - \$125,000)
- Improve trail conditions within the park. (~\$75,000 - \$100,000)

### **Community Center Grounds:**

- Evaluate a playground along the east side of the community center.

### **Mohawk Park:**

- Redesign Mohawk Park in a way that reconfigures the playing fields to allow for the same programs, but in a more efficient manner. (~\$15,000 - \$20,000)

**Park on Beverly:**

- Improve existing trellis structure to provide shade. (~\$75,000)
- Connect adjacent sidewalks to the park.
- Maintain existing green space.
- Provide for easy access to possible playground on community center site.

**Pearl Harbor Park:**

- Repair and improve existing pergola structure. (~\$7,500 - \$10,000)
- Repair existing retaining walls. (~\$2,500 - \$3,000)

**Streamway Park:**

- Create a master plan for Streamway Park that enhances the Natural environment and establishes a park theme or identity.
- Consider additional trail connections to Streamway Park to provide greater circulation and access to Mission residents.
- Incorporate a financial feasibility study within the Streamway Park Master Plan to address opportunities to generate revenue with usage fees.
- Analyze the costs associated with acquiring the access road into Streamway Park.

**Waterworks Park:**

- Determine options for restroom facilities.
- Improve trail conditions within the park. (~\$75,000 - \$100,000)