

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

**MONDAY, February 18, 2019**

**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 8, 2018 meeting summary (Mark R)
2. TreeCity USA Recertification (Laura)
3. Update on Arbor Day Poster Contest and Arbor Day Activities (Jacque/Karin)
4. Review of Tree Plan (Laura )
5. Upcoming Programs/Events: - (Kathy/Jenny)
  - Bunny Eggstravaganza
  - Pickleball Tournament
  - SPJCC 20th Anniversary Celebration
6. 2020 - 2024 CIP Program Development Schedule and Process (Laura)
7. CIP Committee Update - (Laura)
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**

**Thursday, November 8, 2018\***

**\*The detailed minutes for the November 8, 2018 meeting are not available. No specific action or recommendations, with the exception of approval of the September 17, 2018 meeting was taken. A brief meeting summary has been recreated for the Commission's approval.\***

The City of Mission Parks, Recreation and Tree Commission met at the Sylvester Powell, Jr. Community Center in the Breakout Room on Thursday, **November 8, 2018** at 6:00 p.m.

In attendance: Mark Raduziner, Ward IV, Anne O'Leary, Ward I, Karin Capron, Ward II, Mary Funk, Ward IV, Jacque Gameson, Ward IV, Amy Burkes, Ward IV, Laura Smith and Kathy Lockard represented staff.

Absent - Erin Beaslin, Ward IV, Deborah Rushing, Ward III, Lekha Sreedhar, Ward I, Dahnika Short, Ward II, Melissa Currie, Ward II, Lindsay Vaughn, Ward III, Cougar Gray, Non-Resident and Deacon Watson, student representative.

Guests: Mayor Ron Appletoft, Liam Dalley, Sean Dalley

Mark called the meeting to order @ 6:10 p.m.

### **Approval of the minutes from September 17, 2018**

**Jacque Gameson** moved to approve the minutes as presented; **Karin Capron** seconded; **Motion passed.**

### **Citizen Request**

Mayor Appletoft introduced 7th Grade student Liam Dalley. Liam had contacted the Mayor with a recommendation for a specific improvement in Mohawk Park. Liam presented a request to the Commission for consideration of installation of a basketball goal. Liam had prepared a handout outlining three potential locations for a basketball goal and some preliminary price estimates. The Commission discussed the request and advised Liam of the process for considering and recommending capital improvements to Mission's outdoor parks.

### **Update on Director's Recruitment**

Laura advised that approximately 200 resumes had been received so narrowing the candidate field was progressing slowly. The next step in the review and selection process will be a phone

interview of approximately 8-10 candidates seeking to narrow the field to 4-5 candidates for in person interviews.

### **Information from TreeKeepers Training Session**

Jacque Gameson presented a report to the Commission following the TreeKeepers Training Session that was hosted at the Community Center during the fall.

### **Tree City USA Recertification Process**

Laura reported that information for the recertification process had been received and staff will be working to submit the necessary information by the January 8, 2019 deadline.

### **Upcoming Programs and Events**

A volunteer list was circulated to solicit volunteers for the Holiday Lights and Festive Sights/Free Family Fun night on December 7.

Additional dates for Free Family Fun Nights include January 4 and February 1.

The Thanks for Seniors event will be held on November 15.

Information on the Thanksgiving basket assembly (11/19) and holiday wrapping/food baskets assembly (12/21) were shared with the Commission and all were invited to participate as schedules allows.

### **Discussion of Potential Improvements to Mohawk Park**

The Commission discussed a variety of potential improvements and issues surrounding improvements to Mohawk Park. Items discussed included:

- Need to expand the parking lot
- Restroom facilities (need to confirm availability of utilities)
- Turf Management/Irrigation
- Replacement of play structure
- Basketball goal/court
- Bocce court
- Making walking trail more interesting

More detail will be developed as the Commission works on the 2020-2014 Capital Improvement Program.

### **CIP Committee Update**

The CIP committee is not currently meeting, so no update is available. Committee meetings are anticipated to resume in February 2019.

**Other**

Kathy will work with Karin and Jacque on the 2019 Arbor Day Poster Contest.

The Commission discussed the work of the Mission:Dog Park group.

Laura reminded the Commission that the annual Board and Commission dinner has been moved to March 2019. Invitations and more information will follow after the first of the year.

Laura advised the Commission that the City Council was currently considering a Non-Discrimination Ordinance.

**Adjournment:**

**Anne O’Leary** moved to adjourn the meeting; **Mary Funk** seconded; **Motion passed.**  
**Meeting adjourned at 8:43 p.m.**

Faithfully submitted by Kathy Lockard, Administrative Supervisor

# **TREE PLAN 2016 2019 of the City of Mission ~~TREE BOARD~~ PARKS, RECREATION AND TREE COMMISSION**

This Plan, originally adopted by the Tree Board on September 17, 2007, is in compliance with Chapter ~~240~~ 230 of the Mission City Code and promotes beautification and environmental sustainability to the City of Mission, Kansas, through:

1. Proper development and maintenance of trees on City owned property,
2. Continuing education of City of Mission staff and residents on the importance of trees in reducing energy consumption and enhancing environmental well-being for the entire community,
3. Maintenance of standards of achievement worthy of continued Tree City USA recognition by the National Arbor Day Foundation for the City of Mission, Kansas.

## MISSION STATEMENT:

The ~~Tree Board~~ Parks, Recreation and Tree Commission is committed to maintaining and promoting healthy ecosystems which are the cornerstone of our community's vitality, longevity and ecological well-being.

## INTERFACE WITH GOVERNING BODY and CITY STAFF

1. Bi-annually in even numbered years, or as needed, the ~~Tree Board~~ Parks, Recreation and Tree Commission will make recommendations of suggested updates to Chapter ~~240~~ 230 of the Mission City Code, the Tree Plan, and ~~Tree Board~~ Parks, Recreation and Tree Commission Rules and Regulations. These recommendations will include any needed additions or deletions to the list of allowable and prohibited trees included in Chapter ~~240~~ 230 and will be submitted to council for consideration.
2. Annually, by April 1<sup>st</sup>, the ~~Tree Board~~ Parks, Recreation and Tree Commission will submit their annual budget request for the next calendar year to the City Administrator. The budget shall include monies specifically "earmarked" for tree removal and replacement.
3. All plans and supporting pertinent information for landscaping improvements on commercial and City owned property may be submitted to the ~~Tree Board~~ Park, Recreation and Tree Commission for their review and recommendation to ensure all trees and shrubs comply for the area and enhance the environmental well being of the community.
4. The ~~Tree Board~~ Parks, Recreation and Tree Board will create, with the Public Works Superintendent and properly certified private contractors hired by the City, a reasonable timetable, based upon the order of importance, for the trimming, pruning and removal of all existing hazardous, dead, diseased or injured trees on City property. Removal of dead

trees will include a cut flush with the ground and evaluation for replacement, in the next appropriate planting season, of a tree of at least 1 ½ inch in caliper in relatively the same location. The ~~Tree Board~~ Parks, Recreation and Tree Commission will submit to the Governing Body a recommended timetable and order of importance for the annual and/or biannual trimming and pruning of all trees on City property and recommendations, based on the 10% Rule, for species of the mandatory replacement trees. The 10% Rule further develops a landscape which provided for spring, fall and winter interest through a total inventory consisting of 30% evergreen trees and 70% deciduous trees with 10% of these being spring flowering, 15% providing spectacular fall foliage and 5% winter interest with berry or spectacular bark.

- a. Continuing education and support for training of the Public Works personnel responsible for tree maintenance will be provided. ~~by the Tree Board Parks, Recreation and Tree Commission.~~ Annually a ~~Tree Board~~ Parks, Recreation and Tree Commission member will meet with the Public Works Superintendent and personnel responsible for grounds maintenance and verify that trucks are equipped with the proper equipment to perform trimming and pruning and personnel are instructed in the proper procedures for maintaining a healthy landscape, including watering, trimming, pruning, shaping and mulching of the trees, mowing and trimming areas abutting and adjacent to the trees and completing any basic first-aid to damaged and injured trees. This support will include review of and compliance with procedures for reporting problem trees to the Public Works Superintendent who will investigate and report to the ~~Tree Board~~ Parks, Recreation and Tree Commission any action taken.

## **INTERFACE WITH THE LANDSCAPE**

1. The ~~Tree board~~ Parks, Recreation and Tree Commission members will report at their scheduled meetings any update to the tree-risk inventory of trees located on City property, and of any trees on residential property which can be identified from the street, as hazardous, dead, diseased or injured, or which could cause harm to the tree or human populations in Mission. Tree board Parks, Recreation and Tree Commission members are not authorized to go on residential property to perform this function. However, trees needing attention located on residential properties will be documented on Tree City USA report forms, and in the minutes of the meeting. This information for Code Enforcement review will be given to the city's Department of Neighborhood Services. Action will be taken by the Neighborhood Services Officer for any violations of the Municipal Code.
2. Periodically, as needed, the ~~Tree Board~~ Parks, Recreation and Tree Commission will engage the Kansas State Forester or another certified arborist with the approval of the City Administrator, to conduct a tree inventory on City owned property. The City shall be divided into 4 quadrants. On a rotating basis, modified for storm damage or natural disaster, the selected quadrant will be inventoried identifying trees by species and variety. The inventory will further identify any dead, diseased, injured or hazardous trees, trees in need of pruning, stump removal and any new plantings that may be necessary. A member of the ~~Tree Board~~ Parks, Recreation and Tree Commission will

accompany the arborist during this inventory. The inventory will be provided to the Governing Body.

3. Recommendations made to the Governing Body for replacement of trees will be considerate of the existing landscape and comply with the Kansas State University Extension Office 10% Rule. The 10% Rule insures the future health of the landscape from infestations and disease epidemics in that no one tree, species or variety of species should be more than 10% of the total population. -The ~~Tree Board~~ Parks, Recreation and Tree Commission will develop recommendations being mindful of using environmentally sustainable landscaping as barriers to traffic sound and screening from commercial sites without restricting visibility for safe pedestrian and vehicular traffic. The recommendations will also be mindful of reducing energy consumption and enhancing environmental well-being of the entire community.

### **INTERFACE WITH THE COMMUNITY**

1. As a means of educating and serving the community, the Parks, Recreation and Tree Commission will provide to the City's website manager for publication, references of useful and pertinent information relative to maintaining a healthy, aesthetically attractive and environmentally sustainable landscape.
2. The ~~Tree Board~~ Parks, Recreation and Tree Commission will submit timely information regarding trees and tree care to be published in the Mission Newsletter.
3. The ~~Tree Board~~ Parks, Recreation and Tree Commission will coordinate community activities in observance of Arbor Day, such as the City's official proclamation, tree planting, and community education throughout the year, and the Kansas Forest Service Poster Contest.
4. The ~~Tree Board~~ Parks, Recreation and Tree Commission will correspond annually, or as needed, with merchants, commercial property owners and management companies in the City of Mission reminding them of their obligation to comply with Chapter ~~240~~ 230 of the Mission City Code which requires landscaping approved in their Final Plan be maintained including removal of hazardous, dead, diseased, or damaged landscaping and replacement with landscaping as necessary.

Adopted and approved by the Mission City Council this ~~16th day of March 2016~~ 20th day of March 2019.

---

Ronald E. Appletoft, Mayor

ATTEST:

---

Martha Sumrall, City Clerk