

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

**MONDAY, February 19, 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 January 22, 2018 meeting minutes (Mark R)
2. Review/Evaluate/Prioritize Master Plan Level 1 Priorities (Mark/Christy)
3. Arbor Day Poster Contest Update (Kathy)
  - Awards Ceremony at Rushton - March 23rd
4. Rotary Partnership for Tree/Plant Sales Seedling Giveaway (Dahnika)
  - Day of Activities
5. Review of Tree Plan
6. Upcoming Programs/Events: (Jenny)
  - Bunny Eggstravaganza
7. CIP Committee Update (David/Nathan)
8. Dementia Friendly City Services (Mellissa)
9. Other
10. 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, January 22, 2018**

The City of Mission Parks, Recreation and Tree Commission met at the Sylvester Powell, Jr. Community Center in the Breakout Room on Monday, **January 22, 2018** at 6:00 p.m.

In attendance: Mark Raduziner, Ward IV, Mary Funk, Ward IV, Anne O'Leary, Ward I, Karin Capron, Ward II, Mellissa Currie, Ward II, David Schwenk, Ward III, Dahnika Short, Ward II and Lekha Shredhar, Ward I. Christy Humerickhouse and Kathy Lockard represented staff.

Absent - Erin Beaslin, Ward IV, Nathan Dormer, Ward III, Deborah Rushing, Ward III, Kelsey Gibbs and Watson Deacon, student representatives.

Mark called the meeting to order at 6:08 pm.

**Approval of November 20, 2017 meeting minutes:**

David Schwenk noted that his name was misspelled under the CIP item;

**Karin Capron** moved to approve the minutes with the correction of spelling for David Schwenk under CIP;

**Lekha Shredhar** seconded;

**Motion passed, minutes approved.**

**Review Ordinance establishing PRT**

- Christy invited members to read through the ordinance in their agenda packets;
- The work completed by the Tree Board and The Parks and Recreation Board was important as separate boards, but we are merging the two into one;
- Do not want to compete one against the other, but need to make the group as one;
- Nothing was lost from either group, still doing the same work, adding support to each other;
- Function in a larger group, get to know each other and work together;
- What can Christy do to get us together? Members suggested throwing a party/social to get to know each other as individuals. Tree board knew each other and Parks Commission knew each other but we need to get to know each other now as one group;
- Jacque thanked Anne O'Leary and her daughter for stepping up at the Farmers Market to participate in the Emerald Ash Borer costume;
- None of the members felt like there was animosity, but just getting into a bigger group was taking some time to get comfortable;
- Provide name tags at events;

- What do we want the next 20 years to look like? This committee has the opportunity to make a difference;
- This group is an advisory board to make recommendations that go to the Community Development Committee which go on to the Council for decisions. Your recommendations are taken very seriously;
- CIP (Capital Improvement Project) Committee – evaluates the projects throughout the City and recommends what needs to be completed. David Schwenk and Nathan Dormer are on this committee;

#### **Arbor Day Poster Contest Update**

- The top 10 posters will be picked up from Rushton Elementary School on Thursday, January 25<sup>th</sup> and then they will be on display at the Community Center for patrons to vote for their favorite until 9:00 p.m. Monday, January 29<sup>th</sup> at which time the winning poster will be sent to the state of Kansas for the state competition.

#### **Rotary Partnership for Tree/Plant Sales Seedling Giveaway (Dahnika)**

- The committee from PRT will meet after this meeting and then Rotary will meet on Wednesday, January 24<sup>th</sup>;
- This event is in partnership with The Rotary Club who received a grant for seedlings to be given away at the Arbor Day/Earth Day Event on Saturday, April 21<sup>st</sup>;
- Members were asked to put this date on their calendar so they can attend and participate. The time has not be set, but it will be in the morning;
- Kim Bomberger with Kansas Forestry has been invited to come to present a tree planting demonstration;
- The City of Mission will have a tree sale. Look to the future as to what is going to be sustainable in the future;
- Mary suggested having the Kansas Master Gardener Group of Johnson County be invited;
- Lekha suggested to invite Dennis Patton with the State of Kansas.

#### **Upcoming Programs/Events:**

- Upcoming Free Family Fun Nights:  
February 2<sup>nd</sup> – Mary Funk – Nathan Dormer  
March 2<sup>nd</sup> – Mary Funk and Kelsey Gibbs
- This week is KRPA (Kansas Recreation and Parks Association) Conference in Wichita. Jenny Smith will present two sessions at the conference. Rachel Sostarich, Luis Benavides and Nick Shepherd will also be in attendance.

#### **Review/Evaluate/Prioritize Master Plan Level 1 Priorities**

- Committee Members were asked to look over the information in their agenda packets;
- Overall Signs – Public Works department has their own sign making machine so Christy is working with John Belger on wayfinding signage throughout the Parks System;
- Committee members, ask residents and talking to patrons, knowing the Level 1 priority recommendations on the list, we need to figure out what needs to be number one;

- The group discussed and was asked to come back to the committee in February with recommendations;
- Put something together to let patrons know where the sales tax money has been spent so far and where we can go on future improvements;
- Need to consider what is the responsibility of the Commission and what is the responsibility of the City;
- What are our minimum park standards?;
- The City of Mission Parks have not changed over the years whereas other cities have moved on into the 21st Century;
- There has to be a balance between maintaining and new;
- The group needs to decide what is priority and if we are going to put a little money in each park or are we going to pick one big item. Make a change that is clearly visible so people can see that the money has been used;
- Parks and Recreation does not come up on CIP until March, so this group can look over the items and decide on the top priority at the February meeting;
- Stay as broad as you can so you touch as many people as you can;
- Possibly make a five year plan to continue making changes;
- Get the kids and parents to buy into the parks. Spend time with them to get feedback as to what they would want to be in the parks and what colors. Get them to buy into the change;
- Come prepared to the next meeting in February to lay out your priorities so we can vote on them to forward to the CIP Committee knowing that we have the \$100,000 to send next year.;
- When the weather gets warmer, we can take a tour of the parks as a group.

#### CIP Committee Update

- David stated that the last CIP Committee meeting was on the storm water system in Mission and improvements are being made, but there are still problems to be dealt with.

#### Other

- Mellissa would like to be added to the agenda in February to report on Dementia Friendly City services;
- Jacque thanked the group for the friendly notes and floral arrangement during her recovery.

#### Adjournment

- **Mary Funk** moved to adjourn
- **Mellissa Currie** seconded;
- **Motion passed. Meeting adjourned at approximately 7:20 p.m.**

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

# **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:**

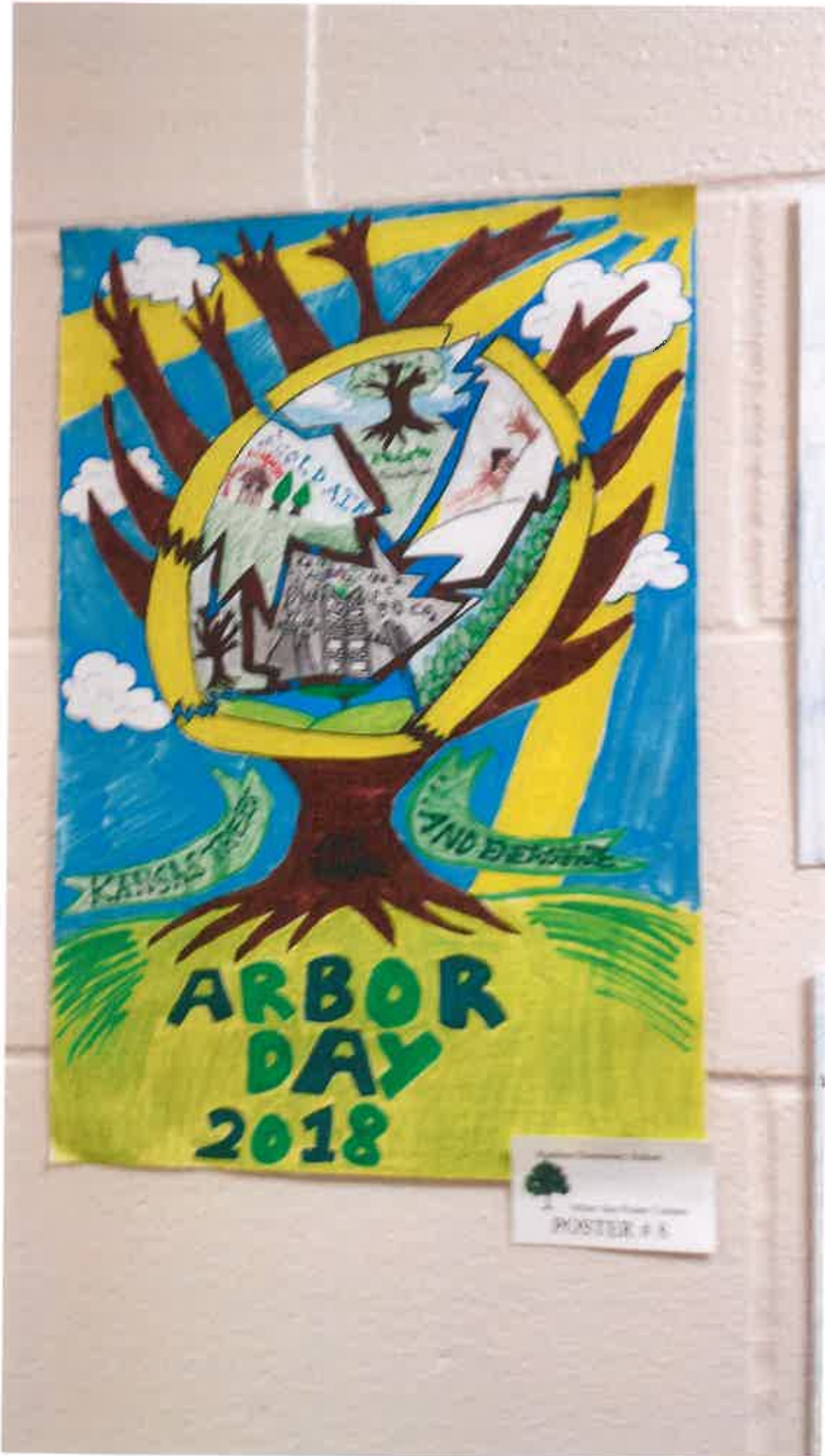
- Repair and improve existing pergola structure. (~\$7,500 - \$10,000)
- Repair existing retaining walls. (~\$2,500 - \$3,000)

**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)



# **TREE PLAN ~~2016~~ 2018 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 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 Supervisor 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 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 Supervisor 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 Supervisor 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~~ 21st day of March 2018.

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Ron Appletoft, Mayor

ATTEST:

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Martha Sumrall, City Clerk