

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

MONDAY, March 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 February 19 , 2018 meeting minutes (Mark R)
2. Tree Inventory Update (Christy)
3. 2017 Tree Removal / Tree Planting Summary (Christy)
4. Review/Evaluate/Prioritize Master Plan Level 1 Priorities (Mark/Christy)
5. Arbor Day Poster Contest Update (Kathy)
 - Awards Ceremony at Rushton - March 23rd at 2:30
6. Rotary Partnership for Tree/Plant Sales Seedling Giveaway (Dahnika)
 - Day of Activities
7. Upcoming Programs/Events: (Jenny)
 - Bunny Eggstravaganza
 - Pickleball Tournament
8. CIP Committee Update (David/Nathan)
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, February 19, 2018

The City of Mission Parks, Recreation and Tree Commission met at the Sylvester Powell, Jr. Community Center in the Breakout Room on Monday, **February 19, 2018** at 6:00 p.m.

In attendance: Mark Raduziner, Ward IV, Anne O'Leary, Ward I, Karin Capron, Ward II, Mellissa Currie, Ward II, Nathan Dormer, Ward III, Dahnika Short, Ward II, Lekha Shredhar, Ward I, Jacque Gameson, Ward IV and Deborah Rushing, Ward III. Kathy Lockard and Jenny Smith represented staff.

Absent - Erin Beaslin, Ward IV, Mary Funk, Ward IV, David Schwenk, Ward III, Kelsey Gibbs and Watson Deacon, student representatives.

Mark called the meeting to order at 6:10 pm.

Approval of January 22, 2018 Meeting Minutes:

Change: Section – Review, Evaluate, Prioritize, next to the last bullet.

Change the word send to **spend** in the sentence – We have \$1,000 to spend.

Lekha Shredhar moved to approve the minutes with the change;

Jacque Gameson seconded;

Motion passed.

Review/Evaluate/Prioritize Master Plan Level 1 Priorities

- Signage – since people do not know where the parks or Community Center are located;
- Dahnika reported that her neighbors would like us to put in more sidewalks;
- Start the standardization of the playgrounds;
- Step up the playground equipment and pick one park to step it up in to help us get up to date with the other cities around us such as Merriam;
- If we are going to be the group to move the sales tax forward for 10 years we need to know what it is we need to do;
- Depending on where you live, you want the park near you to be the best and get the improvements. Do we need to do a little work in each park to start the improvements to satisfy the interest of all citizens;
- Trails are a big concern or interest;
- What park gets the most traffic? Ask the City for demographic data if they have the information. How has this been determined?;

- How many people would be impacted by initial improvements?;
- Recommend completing projects that would enhance the senior populations as well as youth to show that the tax money is being evenly distributed;
- First year or so, as the tax money is starting to sunset, show the citizens that we are going to touch all the parks. Address the greatest concern at each park;
- Recommend that Anderson and Broadmoor Parks not be considered for improvements early on as they have recently had substantial improvements;
- Waterworks is a highly used park and any improvement to it would be a great benefit;
- Top priority should be to improve trails and the connectivity of the trails. Should we focus on the trails in each of the parks or try to connect the parks? Something we are lacking is mile markers between parks to connect the parks;
- 3/8 cent sales tax – when was it voted on? If it would go to a vote in 2021 that would give us a few years for patrons to see that we are making improvements in each park. Look at the broader scope that we have around 4 – 5 years to make a difference;
- Members need to continue to talk to neighbors, people at schools and at the Community Center;

Arbor Day Poster Contest Update

- Members were able to see a picture of the winning poster in their agenda packets;
- Poster was sent to compete in the state of Kansas competition. No results yet;
- Three way tie for 2nd place and one 3rd place winner;
- Posters were framed courtesy of Jacque Gameson;
- Framed posters will be presented with 1st, 2nd and 3rd place ribbons to the participants at a special recognition at Rushton Elementary School on Friday, March 23rd at 2:30 p.m. The Mayor has been invited as well as all Commission members;
- Poster winners will also receive a \$20 gift card to Target for the 1st place winner; \$15 Target card for each of the 2nd place winners and a \$10 Target gift card to the 3rd place winner;
- All 5th grade students will receive a participant ribbon with the Connecticut quarter bearing the Charter Oak Tree on the back;
- Jacque Gameson and Karin Capron will present the story of the Charter Oak to the students;
- Possibly have the Parks, Recreation and Tree Commission vote on the posters in the future;
- Jacque needs to have the 1st, 2nd and 3rd place ribbons for the framed posters.

Rotary Partnership for Tree/Plant Sales Seedling Giveaway

- Dahnika reported that the event will be called "Spring into Mission" and the date will be Saturday, April 21st at 9:00 a.m. at the Sylvester Powell, Jr. Community Center. We hope the weather will cooperate and the event will be outside;
- Tree sales will be at the Community Center and also online;
- Leekha is working on the trees for sale and will send a list to members;
- Parks, Recreation and Tree Commission will have the opportunity to have a table to

hand out tree information to participants as well as a few activities.

Review of Tree Plan

- Members looked over the copy of the tree plan provided in their agenda packets;
- Asked about changing Chapter 240 in the first sentence to Chapter 230 since that is how it is referenced throughout the rest of the document;
- Jacque suggested that we need to define a street tree and a landscape tree under Interface with the Landscape – Item #1 – - Check with code enforcement if they have that identification;
- Anne stated that it may not necessarily have to be in our document.

Upcoming Programs/Events

- Bunny Eggstravaganza – March 31st – Jenny has 10 – 15 volunteers from Shawnee Mission School District, the new church renting space from SPJCC and VinSolutions to assist with this event. Jenny is requesting assistance from Commission Members for lead roles such as face painting, inflatable, greeters and floaters, egg throwers (Mission Project has partnered with us for this activity.) Mellissa Currie and her husband volunteered for the bunny costumes this year. Still looking for an attendant for the Bunnies during the event. Jim Sloss will be the emcee. Jenny ordered 7,000 eggs and that is upping the count from last year. The Fire and Police Departments as well as vendors to promote classes, clowns and balloon artists will all be in attendance. Volunteers are asked to be here at the Community Center by 9:30 a.m. and stay until 12:30 p.m. Jenny will send an email out to everyone;
- Pickleball Tournament – This a very fun event scheduled for Saturday, April 7th here at the Community Center. Everyone volunteer for this event if possible. Check in begins at 8:00 a.m. – games start at 9:00 a.m. Jenny will split up times in 2 sections. Jenny will try to do name tags this year so judges know who players are and she will send out an email for this as well;

CIP Committee Update

- Nathan reported that the Committee met and was talking about storm drainage in the City of Mission. They also talked about the Broadmoor and Johnson Drive intersection which needs help with lighting. Most of the time was spent talking about the Johnson Drive project and stormwater. Working very hard on how to get all this accomplished.

Dementia Friendly City Services

- Mellissa Currie provided the committee with information;
- She is working with the Heart of America Chapter of the Alzheimer's Association. www.alz.org is the website where you can go to for more information;
- This is a mindset that we can incorporate some of these ideas into the City;
- Making sure that people can stay in their own environment as long as possible;
- Just staying connected and being aware of your neighbors;
- She asked the committee to look over the information and if you have any questions

please email her.

Other

- Karin requested that information be shared with the Commission members as to how many trees were removed as to how many were re-planted in the City in the past year. She stated that we need to get more trees planted and she would like to see the City replace the trees that we remove. The Tree City report showed that more trees were taken out than replaced. Please put this on the agenda for next month;
- Jacque requested that the Tree Inventory for the City be shared with the Committee to see where we are;
- Karin requested to talk about the kind of tree and where we are going to plant it for the Arbor Day Tree Planting in April. She suggested that it is important to have variety and diversity in trees at the park;
- Jacque requested that the status of the flier for the Championship Tree Program be shared with Commission members at the next meeting so we can have them at the April 21st event;
- Jacque also requested that the Tree Book from the State of Kansas received at the Tree City USA event last year be shared with patrons at the April 21st event.

Adjournment

- **Anne O’Leary** moved to adjourn the meeting;
- **Karin Capron** seconded the motion;
- **Motion passed.** Meeting adjourned at 7:50 p.m.

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

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	January 25, 2018
Parks & Recreation	From:	Christy Humerickhouse

Action items require a vote to recommend the item to full City Council for further action.

RE: Contractual arborist for tree inventory and evaluation.

RECOMMENDATION: Approve the proposal from Davey Resource Group in an amount not to exceed \$6,500 to complete a computerized inventory of existing trees on city owned property including City Hall / Police Department, Sylvester Powell, Jr. Community Center, Public Works facility, ten parks totaling approximately 35 acres, Rock Creek Trail, and the Johnson Drive improvements, and to develop an annual planting plan.

DETAILS: Prior to the merger of the Tree Board and the Parks and Recreation Commission, the Tree Board requested the City Council approve funds to hire a contractual arborist to update the 2007 Tree Inventory, make recommendations for the trimming, pruning, Emerald Ash Borer (EAB) treatment, and removal and replacement of all trees on city owned property. The project was also intended to establish an annual planting plan for five new trees throughout our parks and at city owned facilities.

A tree inventory is an important resource because it not only provides the number of trees located on city owned property, but it helps identify insect or disease problems, and identifies trees that require pruning or removal to reduce safety risks. The city will use this information to plan, prioritize, and budget tree removals, maintenance work, and plantings. The data may also help in determining the value of trees for increasing property values and for stormwater management. This inventory will be used primarily by the Parks and Recreation and Public Works Departments, but the information will be available to all city departments.

Bids were requested from five firms, and three responses were received. The responses are summarized in the table below:

Company	Bid
Davey Resource Group	Not to exceed \$6,500.00
Hendrickson Tree Care Company	\$8,000.00 - \$10,000.00
Safety Tree Service, LLC	\$17,840.00

The inventory will include the following data: address (street address and X and Y coordinates), species, tree size, multi-stem tree, condition, maintenance needs, defects, tree risk assessment and rating, residual risk, further inspection, overhead utilities, and the date of inventory. An inspection of each of the inventoried trees will follow the ANSI Level 2 tree risk assessment and will include: a 360-degree ground-based visual inspection of the crown, trunk, trunk flare, above ground roots, and site conditions around the tree in relation to targets. The assessment will only

Related Statute/City Ordinance:	
Line Item Code/Description:	Fund Balance
Available Budget:	\$20,000

City of Mission	Item Number:	2.
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include conditions that are detected from the ground; internal, belowground, and upper crown factors cannot be assessed and may remain undetected.

The inventory results will be provided in a GIS format which will allow the city to maintain and update the information on an ongoing basis as new trees are planted or existing trees are pruned, trimmed or removed. A well maintained inventory can be used to document there was no negligence in the inspection or care of public trees. An inventory may also improve the chances of receiving grants or other assistance by documenting the condition and care for the community forest.

The proposal from Davey Resource Group was based on the following:

- \$3,400 for up to 500 trees
- \$6.75 per tree (not to exceed \$1500) for trees above 500
- \$1,500 for inventory summary report

The project was budgeted at \$20,000 in 2017, but staff was unable to secure / confirm a vendor for the project prior to the end of the calendar year. Therefore, funds for the inventory will need to be appropriated from the General Fund fund balance. Staff recommends preserving the balance of the budgeted funds to implement recommendations provided in the inventory.

CFAA CONSIDERATIONS/IMPACTS: Trees are important to our community because they provide shade, slow stormwater runoff, control noise pollution and increase property values.

March 26 - April 6: Field data collection
 April 9 - April 18: Report development
 April 20 - Report submitted to City

Related Statute/City Ordinance:	
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TREE CITY USA PROGRAM Standard 3 Worksheet



Community: Mission, Kansas

Year: 2017

Number of trees planted: 10

Number of trees pruned: 365

Number of trees removed: 7

MUNICIPAL COMMUNITY FORESTRY EXPENDITURES*

Tree Planting and Initial Care

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

\$ 11,986.⁶⁸

Tree Maintenance

Include pruning, insect and disease management, fertilization, watering, etc.

\$ 17,287.72

Tree Removals

Include cost of equipment, supplies, labor, etc.

\$ 2,166.⁶²

Management

Include public education, professional training, memberships, salaries, street and park tree inventory.

\$ 2,599.⁰⁴

Storm Damage Costs

\$ 2,565.⁰⁰

EAB Management

\$ _____

Other

Include any other expenses not already mentioned. Briefly describe.

_____ \$ 13,454.78

OTHER COMMUNITY FORESTRY EXPENDITURES:

\$ _____

Utility Line Clearance

Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and proper pruning methods as recommended in the Tree Line USA program.

\$ _____

Volunteer Time

Total Number of Volunteers: 7 Total Number of Volunteer Hours: 114
Value of volunteer labor (\$20.88/hr) and other contributions from civic organizations: \$ 2,380.32

*See back side of page for a listing of Eligible Expenditures for Meeting the \$2 Per Capita Budget Requirement

TOTAL MUNICIPAL EXPENDITURES ¹.....\$ 52,440.16

COMMUNITY POPULATION ¹.....# 9,323

¹ To qualify for Tree City USA recertification, total expenditures must be at least twice the population of the community. Transfer these two numbers to STANDARD 3 on the application and attach this sheet to the application. See the back of this sheet for a listing of eligible expenditures.

2017 Tree Removal / Tree Planting Summary

Trees Removed:

- 1 at Andersen Park - dead
- 1 at Mohawk Park - damaged by storm
- 5 on Martway Street between Broadmoor and Metcalf

Trees Planted:

- 7 at Legacy Park
- 1 at Mohawk Park
- 2 on Martway Street

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)