

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

**MONDAY, September 17, 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 August 20, 2018 meeting minutes (Mark R)
2. Introduction of New Staff (Laura)
3. 2018 Summer Camp Program Recap (Jenny)
4. 2018 Mission Family Aquatic Center Update (Luis)
5. Update on Director’s Recruitment (Laura)
6. Recap of Bus Tour and Outdoor Park Improvements
7. Update on SPJCC Facility Projects (Laura)
8. Upcoming Programs/Events: - (Jenny)
  - Free Family Fun Nights (10/5, 11/2, 1/4, 2/1)
    - 4:45-8:00pm @ SPJCC - Popping popcorn
  - Spooky Swim (Friday, October 26 - 5:00-8:00pm)
  - Thanks for Seniors (Thursday, November 15, 1130am-2:00pm)
  - Holiday Lights & Festive Sights (Friday, December 7, 5:00-8:00pm)
9. CIP Committee Update - (Laura)
10. Other
11. 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**

The City of Mission Parks, Recreation and Tree Commission met on Monday August 20, 2018 at the Sylvester Powell, Jr. Community Center in the Breakout Room

In attendance: Mark Raduziner, Ward IV, Mary Funk, Ward IV, Anne O’Leary, Ward I, Amy Burkes, Ward IV, Lekha Sreedhar, Ward I, Karin Capron, Ward II, Mellissa Currie, Ward II, Dahnika Short, Ward II, Lindsay Vaughn, Ward III and Cougar Gray, Member at Large. Laura Smith, City Administrator, Kathy Lockard and Jenny Smith, staff representatives.

Absent: Jacque Gameson, Ward IV, Deborah Rushing, Ward III, Erin Beaslin, Ward IV and Deacon Watson, student representative.

Mark called the meeting to order at 6:05 p.m.

### **Approval of July 23, 2018 meeting minutes**

- **Mary Funk** moved to approve;
- **Karin Capron** seconded;
- **Motion passed.**

### **Introduction of New Members**

- Laura introduced Cougar Gray, Member at Large. Lindsay Vaughn came in later.

### **Transition Issues and Recruitment for New Director**

- Christy Humerickhouse resigned in July as Director;
- During the transition period staff will continue to perform their jobs and work together;
- Staff will be posting the position to start recruitment. The process may take several months. The posting will be nationwide;
- Laura will talk with staff about values and character traits we would like to see in a new director;
- The job posting will be shared with Parks, Recreation and Tree Commission members;
- Laura stated that someone from the Parks, Recreation and Tree Commission will be asked to participate in the interview process;
- Laura will be spending half days at the Community Center until further notice;

- Aaron Cherry is the new Facilities & Maintenance Supervisor. He has a strong background in HVAC and Mechanical;
- Staff is looking at a Marketing position which could be an individual or a firm. Posting of this position will be slowed down until a new director is hired. Funds will be available for this position;
- 2019 Budget has money to hire a part-time Fitness Coordinator to assist with fitness classes. This would free up the Recreation Supervisor to focus on special events and senior programs. The Recreation Program Coordinator will focus on youth programs;
- The Aquatics Coordinator position has been offered to an applicant with that person slated to start work after September 1<sup>st</sup>. She has a strong Learn to swim background. She will focus on expanding aquatics programs;
- Staff is making progress on filling empty positions.

### **Development of 6 Month Work Plan and Objectives**

- Have active agenda for the next 6 months;
- Vision – have this happen later this year to be ready for the budget process;
- Wayfinding Signage – take a step back;
- Take a tour of the City Parks, look at the amenities and what we would like to see in the parks;
- Need to have a better understanding on the budget;
- Laura will send out the CIP document to show the budget;
- PRT Commission members do not feel like what they are doing makes it to the next level;
- Problems seem to be that we are not being able to take care of our parks;
- We have \$100-150 thousand a year to add to our parks;
- Add new play structure in 2019 to Waterworks park;
- Set out a work plan so when we meet each month we feel we are moving forward;
- Let the PRT Commission know when Public Works staff have power washed, put in new wood chips or painted in a park so they can share this information with residents;
- Create accountability – leave each meeting with a to do list;
- An email will be sent out with optional dates for a tour of the parks. Laura will provide information on amenities in each park;
- Laura wants the PRT Commission to be productive;
- Cougar will be able to help with Communities for All Ages;
- Suggest PRT Commission members attend a Council Meeting to make themselves known;

### **Update on SPJCC Facility Projects**

- \$125,000 in capital projects;
- The Indoor pool has been drained, resurfaced and refilled. Several lights that were damaged have been recapped;
- Re-grouting in the locker rooms and steam room is being accomplished in-house;
- Work started on the upstairs part of the facility;
- Next week will be the resurfacing of gym floors and aerobics room floor;

- All of the facility will be closed from August 27<sup>th</sup> through August 31<sup>st</sup>;
- Staff will plan for an open house later in the year;
- The meeting in September will have an update on the MFAC;
- Citywide replacement of phones and security cameras is in progress with new cabling be laid.

### **Upcoming Programs/Events**

- Jenny provided members with the current Fall Activity Guide and asked for comments;
- September 27<sup>th</sup> will be the last day of the Mission Market for 2018. Parks, Recreation and Tree Commission will be co-hosting with the City of Mission Sustainability Committee to volunteer in the Community Tent. This event will be from 4:30 – 8:00 p.m. Members suggested Celebration Tree Brochures, current activity guides, the November Issue of the Mission Magazine. Jenny will send out an email for volunteers to work in the tent;
- Please put the following dates on your calendar for upcoming events:
  1. Free Family Fun Nights (October 5, November 2, January 4, February 1) 4:45 – 8:00 p.m. @ SPJCC. Members will be popping and selling popcorn with the money going to camp sponsorships;
  2. Spook Swim (Friday, October 26 – 5:00 – 8:00 p.m.). Jenny would appreciate all members to work this event;
  3. Thanks for Senior's (Thursday, November 15, 11:30 a.m. – 2:00 p.m.). Everyone invited to attend this event. Dale Warman will be the guest speaker;
  4. Holiday Lights & Festive Sights (Friday, December 7, 5:00 – 8:00 p.m.). Again, all members to work this event;

Jenny will send out an email to sign up for these events;

Jenny will be working on getting new shirts for PRT members to wear for events. They will be polo shirts. Jenny will send out color options.

### **CIP Committee Update**

- Took the summer off – will pick up in September;
- Working on streets and water projects;
- The Mayor and Laura are taking a look at representation. If anyone is interested please send Laura an email. They would like to keep the wards balanced;
- CIP Committee meets the second Monday of each month.

### **Other**

- Nothing under this item

### **Adjournment**

- **Anne O'Leary** moved to adjourn;
- **Lekha Sreedhar** seconded;
- **Motion passed.**

- **Meeting adjourned at 7:31 p.m.**

Faithfully submitted by Kathy Lockard, Administrative Supervisor