



## **Mission Parks, Recreation & Tree Commission Meeting Minutes Monday, October 21, 2019**

The City of Mission Parks, Recreation & Tree Commission met in the Breakout Room at the Sylvester Powell, Jr. Community Center at 6:00PM

In attendance: Mark Raduziner (Ward IV), Jacque Gameson (Ward IV), Karin Capron (Ward II), Mary Funk (Ward IV), Anne O'Leary (Ward I), Mellissa Currie (Ward II) and Deborah Rushing (Ward III). Penn Almoney (Director of Parks & Recreation) and Kathy Lockard (Administrative Supervisor) represented staff.

Absent: Hillary Parker Thomas and Nick Schlossmacher (City Council Liaisons).

Guest: **Sarah Crowder** with Heartland Tree Alliance. She is participating in a guest program of Bridging the Gap. She is a Forester by trade. She is visiting Tree Boards in the area, giving and receiving new ideas.

If help is needed in the parks, she will provide volunteers to assist with mulching, trimming, etc.

**Mark Raduziner** called the meeting to order at 6:02 pm.

### **Approval of August and September Minutes:**

#### **August Minutes**

Check on the name of the Hydration Company used at the Mission Summer Family Picnic. Capitalize and change name if necessary.

Save egg cartons for Karin Capron. She will get them used.

**Anne O'Leary** moved to approve the August minutes with changes. **Mary Funk** seconded. Motion passed – 6-0.

It was also suggested to work more with Jenny Smith on conversations of ideas for the Mission Summer Family Picnic. This will be revisited in March, sharing ideas for food, drink and sustainability.

#### **September Minutes**

Under Meadowbrook Park Improvements it was suggested that members visit to see the changes instead of no discussion occurred.

Mark suggested that everyone hang on to these minutes.

**Mary Funk** moved to approve the September minutes with changes. **Jacque Gameson** seconded. Motion passed - 6-0.

### **New Appointees:**

**Ben Chociej, Ward IV** – Lives behind the Mission Bowl.

**Mary Ryherd – Ward II (not Ward IV).** – Has lived Mission for two years. Been in Kansas entire life.

**David Schwenk** was absent. He was on the Commission previously and is returning.

### **Wayfinding:**

Improve our parks for children of all ages, beginning with park signage. Wayfinding signs are produced in house through the Public Works Department.

Wayfinding signage is being discussed in-house.

Tabling the process until the color scheme is determined.

We as citizens will be part of the branding for the City of Mission.

### **Branding:**

Penn provided some information on the branding process.

Penn explained that everything we do has a message behind it. We want to be able to provide patrons on the amenities we provide such as senior programming and aquatics just to name a couple.

The group reaches out to citizens with town hall meetings and by phone. Stakeholder groups such as the PRT will be involved.

What is your idea of Mission?

What do you want people to feel like when they come here?

The company chosen to assist with branding will put all the information together and present it to the Committee.

A unified idea of what we can offer is the idea behind branding.

Parks and Recreation Department has reached out to three companies to get the idea for branding.

Time frame is 3-6 months to completion. Pick a vendor and then start working on colors, hash tag, etc. starts the process.

Months 4,5 & 6 signs start coming together.

Hard to find an identity when we are in the middle of five cities. Everything we distribute on Facebook, fliers, etc. needs to have our branding.

Mark Raduziner was invited to sit in on the interviews for the company to assist with the branding process.

This is currently in the beginning stages, but is the heart of everything we do. The fee for the branding process will come out of the Parks and Recreation Marketing Budget.

Penn will provide updates on the process.

### **Adopt A Park**

The City of Mission Adopt A Park program was launched on Tuesday, October 15th with scout troops from Rushton Elementary School participating in Waterworks Park.

**Jacque Gameson** provided training on the proper mulching technique for trees and **Karin Capron** assisted the group as well.

Public Works Employee explained the safety of handling tools.

**Penn Almoney** shared the Adopt A Park pledge with the group along with a poster which was signed by all the participants and placed in the kiosk at Waterworks Park.

**Jacque** sat down with the group after the beautification of the park and asked for their input on tree identification. Some of their suggestions are:

Name of tree on plaque;

Picture of foliage or blossom;

Year tree planted;

Mounted in the ground – at least a foot off the ground;

Wood base with metal plaque;

Drawings also presented by a few of the girls.

The girl scout troop Tree Identification Badge was completed two weeks before and then the girls were given an assignment of how to help identify trees at Waterworks Park. It was suggested to speak with Jim Sloss, Sign Pro, to produce the plaques.

### **Tree Planting Update**

Planting two trees in Mohawk Park, a Tulip and Katsura. The trees are scheduled for planting on October 31<sup>st</sup> and November 1<sup>st</sup>.

Waterworks Park - Staff removed a dead Conifer and it will be replaced with a Zelkova.

A commission member suggested that Public Works Department have one of their employees trained in the Tree Keepers Course which is scheduled for April, 2020. The course is designed for continued education and is scheduled for three consecutive days which is approximately sixteen hours.

Sarah will share the dates and times in the Metropolitan area.

### **Mohawk Park Landscape Architect Proposals**

Penn passed around examples.

Discussion and design element:

Needs to be purpose and precision in everything we do.

Landscape architecture – The City had three firms come who will be looking through our branding process.

Sit down with stakeholders, neighbors and other patrons who utilize the facility for their suggestions and ideas. Conduct town hall meetings with examples to share and then come back to the PRT to have us weigh in on the information.

The proposal passed around is just for Waterworks Park.

Upgrades for line item for Mohawk Park - \$50,000. The \$30,000 will be taken out of that line item for the research.

**Jacque Gameson** suggested that we let the Community know that the City is taking a professional approach to the research on the money being spent on the parks.

Penn stated that it is all in the way we share the information with the patrons.

**Mark Raduziner** stated that having the public meetings will be beneficial. He also reminded the commission members that they need to share with the citizens why it is important to renew the 3/8 cent sales tax.

Getting information out to the media on what we do within the City is very important.

**Jacque Gameson** has taken kids with their parents to Meadowbrook and Wassmer Parks and asked what they would like to see in the City of Mission Parks. Some of their suggestions included benches, shade, a zip line and a shelter close to the playground area.

**Mark Raduziner** suggested a Parks & Recreation Intern to assist with marketing.

### **Summer Camp and MFAC Review**

A Power Point was included in the agenda packet. The information showed a net positive for revenue for MFAC. Adding new items to the concession area was beneficial. Super Pool Pass revenue was up due to the city of Merriam pool being closed down for construction. Hope they will come back next year. Employees increased for MFAC as well.

Summer Camp presentation had a suggestion to shave off the older kids camp and have those participants assist with the younger campers. This would open up more availability to enroll younger campers and give older campers a "Counselor in Training Program" opportunity which would make them the "Fun Counselors."

### **Apple Tree Trimming**

**Deborah Rushing** reported that Rushton Elementary School is looking for a representative from the PRT Commission to show staff how to trim the apple tree in the courtyard at their school. Sarah suggested that a Master Gardener might be able to help. Deborah stated that the courtyard is only accessible from 7:30 am – 4:00 pm during office hours. Kindergarten students sketch the tree and pick up the apples in the

fall every year. The tree is approximately seven feet tall.

**Mary Funk** and **Karin Capron** volunteered to contact the school and take a look at the tree.

### **Takeaways from PRT survey and Scholarship Program**

**Mark Raduziner** tabled this item until next month but requested members to look at the information in the packet.

### **Council Meeting Conflict**

The next PRT Meeting will be on Wednesday, November 20<sup>th</sup> at 6:00 pm due to the City Council Meeting being scheduled on Monday, November 18th.

### **Tree City USA**

**Jacque Gameson** will assist Penn on the renewal of the application, which will be done online.

It was suggested to set up a time for Penn to meet with the 5th grade teachers at Rushton regarding the Arbor Day Poster Contest.

**Jacque Gameson** explained the process.

**Kathy Lockard** will get the information to the teachers.

### **TreeKeeper software training**

Penn completed the training. If anyone is interested, it is user friendly and Penn will share with any member who would like to learn.

### **2020 Work Plan**

This item will put on the November agenda.

**Anne O'Leary** commented that Commission Members would have assisted with the parade if they had been contacted. This information will be passed on to Jenny Smith.

### **Adjourn**

**Mary Funk** moved and **Melissa Currie** seconded to adjourn the meeting. Motion passed 9-0 to adjourn.

Meeting adjourned at 7:21 pm.

Faithfully submitted,

Kathy Lockard  
Administrative Supervisor