

CITY OF MISSION, KANSAS
PARKS AND RECREATION COMMISSION MEETING
AGENDA

MONDAY, February 20, 2016

6:00 p.m.

Sylvester Powell, Jr. Community Center

1. Welcome Mission Tree Board - Merging of Parks and Recreation Commission and Tree Board
2. Approval of September 19, and October 17, 2016 Parks and Recreation Commission meeting minutes
3. Approval of January 9, 2017 Tree Board Minutes
4. Establishment of Dog Park Task Force
5. Tree City USA Recognition Day - March 22 - 23, 2017, Beloit, KS
6. Arbor Day Program - Friday, April 28, 2017
7. Legacy Park/Celebration Tree Program Update
8. Certified Arborist RFP
9. Other
10. Adjournment

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	January 24, 2017
Parks & Recreation	From:	Laura Smith and Christy Humerickhouse

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Merger of the Parks and Recreation Commission and the Tree Board

DETAILS: The Mission Tree Board and the Mission Parks and Recreation Commission have both struggled over the past few years to maintain membership/representation at the levels recommended by City code. Staff continues to evaluate ways to improve the effectiveness of our Boards and Commissions while also ensuring that the time and effort spent by our volunteers is productive and meaningful. To this end, staff is recommending that the Parks and Recreation Commission and the Tree Board be merged.

The merger is being recommended to strengthen and enhance the efforts of the two volunteer boards without diminishing the work that either is currently doing, or has done independently in the past. Much work lies ahead for these volunteers as the findings and recommendations of the Parks and Recreation Master Plan are prioritized and implemented, and the tree inventory, evaluation, and maintenance plan is completed.

The newly formed Commission would have thirteen (13) members, and would continue to be involved with all activities that the two separate groups currently oversee or participate in. This includes but is not limited to; Tree City USA, Kansas Forest Service Poster Contest, Arbor Day Celebration, special event assistance, focus group/task force representation, etc.

Meetings for the Commission would be held on the third Monday of each month beginning at 6:00 p.m. which is the current meeting schedule for the Parks and Recreation Commission.

If Council supports the recommendation, staff will be prepare the necessary ordinances for consideration in March.

CFAA CONSIDERATIONS/IMPACTS: This activity supports section 1-E of the Communities for All Ages Checklist, which establishes as a goal that "the city involves residents of varying ages and abilities in planning for the siting and design of public outdoor spaces and building."

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A

Mission Parks & Recreation Commission Meeting Minutes

DRAFT UNTIL APPROVED

Monday, **SEPTEMBER 19, 2016**

The City of Mission Parks & Recreation Commission met at the Sylvester Powell, Jr. Community Center in the Party Room on Monday, **September 19, 2016** at 5:30 p.m.

In attendance: Mark Raduziner, Ward IV, Mary Funk - Ward IV, Anne O'Leary - Ward I, Erin Beaslin, Ward IV, Nathan Dormer, Ward III. Kathy Lockard and Christy Humerickhouse represented staff.

Absent - Jim Sloss - Member at Large.

Mark Raduziner called the meeting to order at 5:40 p.m.

Approval of April 18, 2016 Meeting Minutes:

- **Mary Funk** moved and **Nathan Dormer** seconded to approve the minutes of the April 18, 2016 Parks Recreation Commission Meeting. **Motion passed.**

Distribution/Discussion – Final Draft of Parks Master Plan

- Board Members received the final copy of the City of Mission Parks Master Plan;
- Discussion on small items that can be accomplished while we are waiting for the larger items to be approved;
- We will make a manageable list;
- The plan has been approved by the City Council, so this is our working document to guide us for the next 5-10 years.

Park at Mission Crossing Naming Update

- The name "Legacy Park" and "Gibbs Plaza" at Legacy Park has passed the CDC and will go to the City Council for approval on Wednesday, September 21, 2016;
- Sometime in November should be a ribbon cutting;
- Waiting for more construction on the park – shade structure, trash receptacles, benches, etc. should be going up soon which will tie into the Welstone building.

SPJCC Sidewalk Replacement

- The sidewalk is in terrible shape due to the ice melt used in the winter;
- CIP – The cost exceeded the budgeted amount, so pool vacuums, mats for activities and flat panel TV's at the entry desks at the Community Center will not be replaced in 2016 so

- the sidewalk can be replaced;
- Minor changes will be made to the sidewalk during this replacement. A less corrosive ice melt will be used in the future;
- Parking lots are budgeted to be replaced in 2017.

Recap:

- Pitch-Hit-Run – Successful event – Anne O’Leary worked this event and the kids and parents who attended really had a great time;
- Kids to Parks – Another great event! Erin, Nathan and Anne worked this event. About 50 in attendance. This should be done again;
- Mission Summer Family Picnic – Another great event!! Parks & Recreation Commission should have a tent with information and talk about the parks, pool, community center, etc. with giveaways for patrons;
- Plan on having the Snow Cone Ice Truck for next year.

Summer Camp/Aquatic Center Season Recap

- This item will be on the October agenda - Christy will have a report.

Christ Church/Stroke Foundation Rentals Update

- Christ Church rents Conference Center Rooms C, D & E, the Party Room, the Breakout Room and the North Gym, Court 3 and the North Kitchen on Sunday mornings from 7:30 am - 12:00 noon. It is a great relationship. They provide volunteers for lots of Parks & Recreation activities. It is a great relationship;
- Stroke Foundation – kicked off August 8th – in the Community Center on Monday, Wednesday and Friday from 9:00 am – 3:00 pm running their programs from this facility. Entered into a long-time rental with them using Meeting Room A, B & Multipurpose Room. They have brought in some equipment that they use but our patrons/members can use the equipment when they are not in the building. There will be a welcome reception sometime the end of October. Christy will send an email to members as an invite.

Free Family Fun Nights

- Same event as in the past. Commission Members will sell popcorn and soda in the South Lobby;
- November 4th – Mary Funk
- December 2nd (Holiday Lights & Festive Sights) – All members should plan on attending for this event;
- January 6th;
- February 3rd

Members will look at their calendars to report next month for dates they are available to work.

Other

- Mark reported that he is still looking for more members for the Commission;
- Christy will put up a notice at the Welstone and Mission Square for members;
- Also can be put in the Mission Magazine Bulletin Board;
- Tap into students from the High Schools as interns.

Adjournment

Erin Beaslin moved and **Mary Funk** seconded to adjourn meeting. **Motion passed.**
Meeting adjourned at 6: 42 p.m.

Respectfully submitted by Kathy Lockard, Parks and Recreation Administrative Supervisor

Mission Parks & Recreation Commission Meeting Minutes

DRAFT UNTIL APPROVED

Monday, October 17, 2016

The City of Mission Parks & Recreation Commission met at the Sylvester Powell, Jr. Community Center in the Party Room on Monday, **October 17, 2016** at 5:30 p.m.

In attendance: Anne O'Leary, Ward I and Erin Beaslin, Ward IV. Kathy Lockard and Christy Humerickhouse represented staff.

Absent - Mark Raduziner, Ward IV, Mary Funk, Ward IV, Nathan Dormer, Ward III and Jim Sloss
- Member at Large.

Meeting called to order at 5:32 p.m. by Christy Humerickhouse in the absence of Mark Raduziner.

Approval of September 19, 2016 Meeting Minutes

- Unable to approve – no quorum.

Legacy Park Ribbon Cutting/Gibbs Plaza Dedication

- This event is scheduled for Thursday, October 27, 2016 at 11:00 a.m.;
- Everyone invited to attend;
- Shade structure and receptacles will be in this week.

SPJCC Sidewalk Replacement

- Still working – North side is complete;
- Will start on the south side on Tuesday.

Summer Camp/Aquatic Center Season Recap

- Paper review was given to the members with Christy highlighting certain areas.

Dog Park Task Force – Chairperson

- Anne O'Leary & Erin Beaslin will co-chair.

Free Family Fun Nights:

- November 4 - Mary Funk & Erin Beaslin;
- December 2 - (Holiday Lights & Festive Sights) – All Members Plan to work;
- January 6
- February 3

Other

- Still looking to fill open positions on the Commission.

Adjournment

Meeting adjourned @ 6:20 p.m.

Respectfully submitted by Kathy Lockard, Parks and Recreation Administrative Supervisor

City of Mission Tree Board Meeting Minutes
Monday, January 9, 2017
7:00 p.m.
Mission City Hall
Draft until approved

The City of Mission Tree Board met on Monday, January 9, 2017 at 7:00 p.m. at Mission City Hall.

In attendance – Karin Capron – Ward II, Jacque Gameson - Ward IV, David Schwenk - Ward III and Maril Crabtree - Ward IV.

Christy Humerickhouse and Kathy Lockard represented staff.

Absent – Brian Schmid - Ward III

Karin called the meeting to order at 7:06 p.m.

Approval of December 12, 2016 minutes:

- **Maril Crabtree** moved to approve;
- **David Schwenk** seconded;
- **Motion passed.**

Election of 2017 Tree Board Chairperson and Vice Chair

- **Jacque Gameson** moved to elect Karin Capron for Tree Board Chair;
- **Maril Crabtree** seconded;
- **Motion passed;**
- **Karin Capron** moved to elect Jacque Gameson as Vice Chair;
- **David Schwenk** seconded;
- **Motion passed.**

Tree City USA Application Update

- Christy gave each member a copy of the application;
- The volunteer information should be shown as 114 hours;
- Remove Gordon Kemp from the Tree Board Members.

Poster Contest Update:

- Maril will be out of town so she requested pictures of the posters be sent to her via email so she can vote;
- Pick up posters on January 26th @ 3:30 p.m. – Kathy will meet Karin to the school. Jacque will join them at the Community Center to hang the posters;
- Voting at SPJCC January 27th - 30th
- Winning poster will be sent to Kansas Forest Service District/Community Forester by February 4, 2017 for state competition.

Presidents Other

- Christy has started the information on the RFP for the Arborist and will send a copy to board members;
- Karin provided information on a training date in Atchison on January 19th for the EAB if anyone is interested;
- Maril suggested going to the apartment complexes in Ward I and ask the managers if there are longtime residents who might be interested in being a member of the Tree Board;
- Another source would be to ask the teachers at Rushton who we work with on Arbor Day and Poster Contest if they know of any parents who might be interested in being on the Tree Board;
- Make up a job description so people would know what is expected of a Tree Board Member. Run the information past Laura Smith before posting. Email your ideas to Karin and she will try to put it together before the next meeting. After approval we could possibly post on the City website or in the Mission Magazine;
- Next meeting will be Monday, February 13th;
- Karin recommended the Sourwood Tree as a tree for diversity. She will check to see if it is on the approved Tree List in Kansas;
- Karin received an email from the Heartland Tree Alliance to advocate the planting of more trees in Missouri. She is planning on attending the City Council Meeting in Missouri on Thursday morning, January 12th to show her support;
- The Tree Board will be volunteering at the City of Mission Farmers Market on Saturday, September 9th with information regarding the EAB.

Adjournment:

- **Maril Crabtree** moved to adjourn the meeting;
- **Jacque Gameson** seconded;
- **Motion passed;**
- Meeting adjourned at 7:52 p.m.

Faithfully submitted by Kathy Lockard, Administrative Supervisor Parks & Recreation Department

February 3, 2017

Dear :

Last year, the City completed its first Parks and Recreation Master Plan, creating an important planning tool that will serve our city for the next 10-20 years. One of the items that garnered some attention during the master planning process was a conversation surrounding the development of a dog park in Mission.

In order to present the Parks and Recreation Commission and the City Council with options, I am establishing a Dog Park Task Force to research, evaluate, and make a recommendation regarding the creation of an off-leash dog park or other dog amenities in Mission. The Task Force is comprised of City Council members, Parks and Recreation Commission members, residents, and others who have ongoing interaction and contact with dog owners in our community. I would like to ask you to serve on this important Task Force.

The Task Force will be expected to research issues such as location, operational and maintenance issues, as well as how to fund any recommended improvements. The first meeting of the Task Force will be held on **Thursday, February 23, 2017 at 6:00 p.m.** at the Sylvester Powell, Jr. Community Center. The members of the Task Force will then decide on future meeting dates, which are anticipated to be held monthly. The work of the Task Force is expected to be complete no later than August 2017.

I hope you will agree to be a part of exploring this issue for Mission. You may contact me at mayor@missionks.org or our City Clerk Martha Sumrall at msumrall@missionks.org or (913) 676-8355 with any questions or to confirm your willingness to serve on the Task Force. Thank you for your ongoing commitment to Mission and I look forward to reviewing the work of the Task Force.

Sincerely,

Steve Schowengerdt
Mayor



Kansas Forest Service

2016 Recognition Day for Tree City Communities

Celebrating Kansas Community Forests

Come help Tree City USA celebrate our annual event recognizing community forestry in the state of Kansas!

March 22 - 23, 2017
Beloit, KS

Fred Deneke, one of the fathers of Community Forestry and the TCUSA program is a Beloit, KS native and will be joining us for the TCUSA Recognition Day and will be providing a historical perspective of forestry and community forestry on the Great Plains.

There will be more information to follow, but please mark the dates on your calendar!

**Legacy Park
Celebration Trees - Spring 2017**

The following individuals have committed funds for trees to be planted in Legacy Park:

- Aurora Romero -
 - 2" Lacebark Elm + plaque

- Carl & Cathy Casey -
 - 2" Red Oak + plaque
 - 2" White Oak + plaque

- Mitch & Eric Barnhart -
 - 2" Oak + plaque

- City of Mission Employees - Sagan Sitzman
 - 5" Bur Oak + plaque

- Wellstone -
 - 2" Black Locust

Still Need:

- 2 - Black Locust
- 2 - Lacebark Elms
- 1 - Oak

City of Mission	Item Number:	6.
ACTION ITEM SUMMARY	Date:	5/20/2016
Community Development	From:	Christy Humerickhouse

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

RE: Mission Tree Board 2017 Budget request

RECOMMENDATION: Consider the budget request from the Mission Tree Board for the ongoing maintenance and management of the City's tree canopy.

DETAILS: Historically, the City has had a limited (\$5,000 annually) budget for tree maintenance city-wide. At their May 9, 2016 meeting the Mission Tree Board voted to make a formal request to the City Council to establish and retain a proactive approach for sustaining the future of Mission's tree canopy on City owned property. The budget request includes:

1. Increasing the current line item for tree and shrub maintenance in the Public Works Department budget from \$5,000 to \$20,000. These funds would be used to:
 - Contract with a certified arborist to evaluate existing conditions and make recommendations for the trimming, pruning, EAB treatment, removal and replacement of all trees on city owned property (8 parks, 3 facilities, Johnson Drive and the Rock Creek Trail).
 - Complete work identified through the evaluation, ensuring each park or facility is being trimmed, pruned, re-planted on a minimum of every five years.
 - Establish an annual planting plan of five new trees. Any trees planted as a part of this program, would be in addition to any tree planted to replace one that is removed.

2. Retaining the \$5,000 line item to support annual activities of the Tree Board Activities which engage and educate the community through;
 - Resident education - i.e. EAB Seminar/Earth Day
 - Participation in Tree City USA activities
 - Kansas Arbor Day Poster contest
 - Arbor Day Tree planting and Ruston activity day
 - Tree Board staffed vendor booths at City events
 - Attendance at Kansas Forest Service seminars
 - Website and Mission Magazine educational articles

Recognizing that the City's tree canopy plays an important role in the aesthetics of the community, as well as providing numerous environmental benefits, the Tree Board requests the City Council approve a total of \$25,000 in the 2017 budget to perform the above mentioned activities.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-20-210-03 Tree/Shrub Maintenance (\$5,000) 01-20-210-04 Tree Board (\$5,000)
Available Budget:	\$10,000 - requested increase of \$15,000

CFAA CONSIDERATIONS/IMPACTS: This activity supports section 1-A of the Communities for All Ages Checklist, which establishes as a goal “the city develops and implements age-friendly policies that consider the needs of persons of all in the siting, design and development of public spaces. Examples include: parks and other outdoor spaces, walkways outdoor seating, streetscapes and buildings.” And 1-D of the Communities for All Ages Checklist, which establishes as a goal that “the city prioritizes safety in parks and neighborhoods. Examples include: providing good street lighting, trimmed trees and bushes and other appropriate safety measures.”