

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

MONDAY, April 17, 2017
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 March 20, 2017 meeting minutes
2. Tree City USA Recognition Day Update (Karin Capron)
3. Arbor Day Program - Friday, April 28, 2017 (Karin Capron)
4. Parks and Recreation Master Plan Review;
 - R7 - Create a Site furnishing Standard guideline for the parks system. Site furnishings should include, but not be limited to: lighting, benches, trash receptacles, recycle receptacles, pet waste stations, pet water fountains, drinking fountains, etc.
5. Adopt A Park Program
6. Adjournment



Mission Parks, Recreation and Tree Commission Meeting Minutes
DRAFT UNTIL APPROVED
Monday, March 20, 2017

The City of Mission Parks, Recreation and Tree Commission met at the Sylvester Powell, Jr. Community Center in Meeting Room B on Monday, **March 20, 2017** at 6:00 p.m.

In attendance: Mark Raduziner, Ward IV, Anne O'Leary, Ward I, Mary Funk, Ward IV, Nathan Dormer, Ward III, David Schwenk, Ward III, Deborah Rushing, Ward III, Jacque Gameson, Ward IV, Karin Capron, Ward II, Mellissa Currie, Ward II and Jim Sloss, Member at Large. Christy Humerickhouse, Kathy Lockard and Jenny Smith represented staff.

Absent - Erin Beaslin, Ward IV, Maril Crabtree, Ward IV and Lekha Sreedhar, new member.

Christy Humerickhouse called the meeting to order at 6:08 p.m.

Jim Sloss, Member at Large was not at the February meeting so he introduced himself to the new members.

Approval of February 20th Meeting Minutes.

- **Mary Funk** moved to approve the minutes of the February 20th meeting;
- **Jim Sloss** seconded.
- **Motion passed.**

Tree City USA Recognition Day – March 22nd – 23rd 2017 – Beloit, KS.

- Karin Capron and her husband will be traveling to Beloit and Karin will represent the City of Mission at the meeting;
- This is the 15th year for the City of Mission to be a Tree City;
- Karin will give members a report at the next meeting.

Poster Winner Presentation at Rushton – March 29th, 2017

- The time is scheduled for 2:30 p.m.;
- Karin, Jacque and Kathy will attend, Deborah will already be at the school, and the invitation was extended to all members of the Commission;
- First, second and third place winners will be presented with their framed posters and a gift card to Target - \$25 for 1st place, \$15 for second place and \$15 for third place;
- Every 5th grade student will be given a participant ribbon with a Connecticut quarter glued

- want;
- Six of the seven trees will be getting plaques for their trees - a 5 x 9 plaque that will sit at the base of the tree with some concrete. Plaques should be ready within 10 working days after approval;
 - Public Works staff will be responsible for watering all the trees.

Parks and Recreation Master Plan Review

- Seven Big Ideas – Look at the big picture. The inspiration and element of measure for the components of the Master Plan;
- Recommendations – Financial, Facility, Program, and Operations and Management; Primary goals in each recommendation.;
- **Financial Recommendations - Goal - To maintain a fiscally responsible Parks and Recreation System. Steps taken to achieve the goal:**
 1. Renew a dedicated revenue stream for Parks and Recreation upon the ten-year sunset of the current sales tax;
 2. Develop a capital investment plan that ensures proper funding is available for future Parks and Recreation improvements and amenities;
 3. Identify potential partnership opportunities to help fund park improvements and operations;
 4. Identify opportunities to shift the Sylvester Powell, Jr. Community Center to 100% cost recovery;
 5. Identify opportunities to improve cost recovery of the Mission Family Aquatic Center;
 6. Determine the cost of operating parks and the cost to provide these amenities to the community.
- **Facility Recommendations - 3 primary goals - Create a consistent identity for Mission Parks that is recognizable to the public at large. Enhance connectivity to parks and neighboring trail networks and Expand and improve park facilities. Steps taken to achieve the goals:**
 1. Create a master plan for Streamway Park that enhances the natural environment and establishes a park theme or identity;
 2. Incorporate a financial feasibility study within the Streamway Park Master Plan to address opportunities to generate revenue with usage fees;
 3. Analyze the costs associated with acquiring the access road into Streamway Park;
 4. Replace and expand existing site furnishings based on the new Site Furnishing Standard for Mohawk Park, Broadmoor Park, Waterworks Park, Andersen Park, Park on Beverly and Pearl Harbor Park.
- **Program Recommendations - 2 primary goals - Promote Events that bring the community together and Continually reinvest in park programming;**
- **Operations and Management Recommendations - 5 Goals - Maximize park staffing efficiencies, training and education. Initiate strategic partnerships to efficiently provide parks and recreation services and Maximize information distribution through the use of technology. Provide a quality, award winning park system. Provide quality maintenance for parks and recreation.**
 1. How do we maximize our staffing?

2. We focus so much time and money on the Community Center and Aquatic Center but we need to focus our attention on the parks. They need to have an identity to tie them all together;
 3. The dedicated tax should be spent on Parks.
- **Capital Improvements Plan - Plans for the Community Center, Mission Family Aquatic Center and Parks.**

Adopt A Park Program

- Obtain three or four volunteers from the Commission to be on a sub-committee to create/write the guidelines for a Mission Adopt a Park Program;
- Write a program overview/description;
- Establish City and participant responsibilities;
- Identify parks and spaces available for adoption;
- Establish safety guidelines;
- Identify recommended clean up procedures;
- Recommend safety guidelines;
- Prepare letter of recommendation to Community Development Committee;
- Christy will work with the volunteers on this sub-committee;
- Try to have a recommendation ready to present to the Parks, Recreation and Tree Commission at the May Meeting so they can make a motion to take the recommendation to the Community Development Committee in June to then take to the Council for their approval;
- Mellissa Currie, Nathan Dormer and David Schwenk volunteered to be on this committee;
- Christy will send out an email to different links to connect to some different information;
- Christy mentioned that the Parks & Recreation and Tree Commission could adopt a park;
- Deborah suggested basketball courts in the parks – possibly Waterworks and Broadmoor.

CIP Committee - Capital Improvement Committee

- This is a committee being appointed by the Mayor. It will consist of two members from the Planning Commission, one member from the Sustainability Commission, two members from the Parks, Recreation and Tree Commission and one member from each Ward;
- The committee will work with staff on looking at large projects and prioritize when the projects need to be completed;
- The Mayor will contact the people he chooses and let them know that they have been appointed to this committee.

Other

- The City of Mission Parks need to be “destination” Parks. Merriam is doing great things with their parks with new equipment and connecting their parks. The City of Mission needs to do the same. The City of Fairway only has one park but it is always busy with activities.

What can we do to start each of our parks to being connected? The same receptacles in each of the parks, the same benches, the same signs. Wayfinding signs to let people know that a park is down a certain street.

We have a Master Plan – let's use it! Christy challenges all the members to challenge her to implement the Master Plan.

- Sarah Sooter – Parks & Recreation Coordinator has accepted a position with the City of Lenexa. Her last day will be this Friday, March 24th. Everyone is invited to attend a cake reception for her from 12:00 - 1:00 at the Community Center. We are planning on filling the Parks & Recreation Coordinator position in May.
- Jenny spoke on legislation. HB 2384 has been introduced by the House Taxation Committee that would tax services on the gross receipts received from dues charged by public and private clubs, this would include the membership fees to the community center.
- Jenny spoke on special events. – Pickleball Tournament on Saturday, April 1st. She needs volunteers to assist with this event. Start games at 9:00 a.m. and continue until 6:00 p.m. Volunteers are asked to be here at 8:00 a.m. Jenny can use people for partial hours if they are available. Jenny will send out an email as a reminder and then volunteers can let her know if they are available to assist.
- Bunny Eggstravaganza – Saturday, April 15th – asking ALL Commission Members to be at this event. Arrive at 9:30 a.m. – out by 12:30 p.m. Jenny will send out an email for that event as well.
- Christy is working on the RFP for the Arborists and the City of Mission is still involved in the tagging of City trees for spring – do not have a specific date yet.

Adjournment

- **Karin Capron** moved to adjourn the meeting;
- **Jim Sloss** seconded;
- **Motion passed.**
- Meeting adjourned at 7:47 p.m.

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

2.8 TRASH ENCLOSURES

Trash enclosures shall be constructed with concrete masonry block. Trash enclosures shall be located within parking lot areas. Trash enclosures shall be sized to house one trash dumpster per City Standard Details. Larger parks may require more than one trash enclosure, or a double-sized enclosure. A heavy vehicle load paving section for the drive lane and the concrete apron shall be provided at the head of the enclosure. Minimum size of the concrete apron shall be sufficient to allow refuse vehicle access to the trash receptacles. Specific dimensions, location, and design shall be reviewed and approved by the Community Services Department. The walls of the trash enclosure shall be treated with anti-graffiti coating inside and out. The enclosures shall have heavy-duty tubular steel doors with locking ability. Trash enclosures shall be roofed in a design consistent with State and local building codes and water quality management plans.

2.9 SITE FURNITURE

- **General:** All parks shall have picnic tables, benches, drinking fountains, barbecues, bicycle racks, trash receptacles and other site furnishings as necessary. Types of site furniture selected shall be based on the type of park, design character, durability and maintenance. Heavy-duty metal furniture with powdercoat is preferred for durability. Site furnishings shall complement each other in color, materials and form. Site furniture shall be permanently secured to the paving per the manufacturer's recommendations. Site furniture that is made from wood or other combustible material is not permitted. Site furniture shall be selected from a list of the manufacturers and products approved by the City of Menifee. Refer to Appendix B.
- **Locations:** Locate site furniture outside of turf areas whenever possible. Site furniture in turf areas shall be placed on a concrete pad with a minimum of eight inches of clearance around to accommodate mowers. Site furniture in turf areas shall be spaced a minimum of twelve feet from other site furniture, fencing, walls, lights, trees and other vertical obstructions to accommodate mowers. Site furniture shall be located to avoid conflicts with irrigation systems and other park improvements.
- **Picnic Tables:** Picnic tables shall be placed on concrete pads with a 1.5% maximum slope in any direction. Concrete pads shall extend four feet beyond the table/bench dimensions on all sides. The orientation of picnic tables adjacent to walkways shall be perpendicular to the path of travel to discourage skateboard activity. Picnic table configurations shall meet current accessibility standards for quantity, location and design. Universally-accessible tables with benches are required; deviation from this standard must be approved in writing by the Community Services Department.

Park Benches: Park benches shall be placed on concrete pads, and designed and located to discourage skateboard activity. When located in turf areas, the concrete pads shall provide a minimum eight inches of clearance around the perimeter to accommodate mowers. Benches with backs are required. Bench configurations shall meet current accessibility standards for quantity, location and bench design.

- **Drinking Fountains:** Each park shall have at least one drinking fountain that includes an isolation shut off valve. Where softball backstops are included, provide one drinking fountain for each backstop or group of backstops. Where recreation centers or comfort stations are included, provide a wall mounted drinking fountain on the exterior of the building or a pedestal style drinking fountain in the immediate vicinity. When a drinking fountain is building mounted, all plumbing shall be concealed within the walls of the building or within the plumbing chase; plumbing exposed to the public is not acceptable. All drinking fountains shall comply with current accessibility standards.
- **Barbeques and Hot Coal Receptacles:** Barbeques and hot coal receptacles shall be located outside of circulation routes. Hot coal receptacles shall be visible from the barbeque area(s). Barbeques and hot coal receptacles shall be located on a non-combustible surface such as concrete paving or stabilized decomposed granite; do not locate them in shrub/groundcover areas or mulch areas. If located in turf areas, provide a concrete pad with a minimum of eight inches of clearance around the perimeter to accommodate mowers.
- **Bicycle Racks:** Bicycle racks shall be located on a paved area outside major circulation routes.
- **Trash Receptacles:** All trash receptacles shall have a protective cover. Trash receptacles shall be located in paved areas or shall have their own concrete pad. Provide a minimum of eight inches of clearance around the trash receptacle when in or adjacent to turf areas to accommodate mowers.

2.10 SIGNS

All parks shall have at least one permanently installed park identification sign. The sign shall also be consistent with the City's corporate image and include the City's seal and the Community Services Department logo in the design. The sign shall harmonize with the park's theme or natural character. Signs are typically one sided and parallel to the most prominent public street, or angled if located at the intersection of two streets. Signs shall not be lighted unless directed otherwise by the Community Services Department.

2.11 PLAYGROUNDS AND EQUIPMENT (TOT LOTS)

▪ **General**

1. Playgrounds shall be designed to offer the greatest "play value" possible within the budgetary constraints and physical restrictions of the site. The play experience should challenge the users by addressing their physical, social and mental development while providing entertainment. The play environment shall be safe, durable and vandal resistant, and require minimal maintenance. Playgrounds and equipment shall meet the current requirements of the following:

- Americans with Disabilities Act (ADA)
- Consumer Product Safety Commission (CPSC) Handbook for Public Playground

Safety

- American Society for Testing and Materials (ASTM):
 - Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment (ASTM F1292)
 - Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (ASTM F1487)
 - Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment (ASTM F1951)
 - Standard Guide for Fences/Barriers for Public, Commercial, and Multi-Family Residential Use Outdoor Play Areas (ASTM F2049)
 - Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment (ASTM F2075)
 - Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-In-Place Playground Surfacing (ASTM F2479)

Final selection of playground equipment shall be subject to the approval of the Community Services Department.

2. Age Separation: Playground areas for “preschool” children (ages two to five years old) shall be separated from playground areas for “school-age” children (ages five to twelve years old).
3. Playground Hazards: Barbeques, hot coal receptacles and plant materials with thorns or stickers, or that attracts bees, or other potential hazards shall not be located adjacent to playgrounds. Trees are not allowed to overhang safety zones of play equipment.
4. Playground Location: Playground shall not be located in areas lacking visibility for supervising adults and law enforcement personnel. Comfort stations, if available, should be in close proximity, but not immediately adjacent to, playgrounds.
5. Seating: Provide seating close enough to playgrounds for adults to supervise children. Seating shall be designed to meet ADA requirements, and shall be designed or located to discourage skateboard damage. Do not locate benches within the playground unless they are an integral component of the play structure.
6. Substitutions: At the time of product submittals, any substitutions of play equipment specified on construction plans must fit the designed play area and be approved by the Community Services Department. Shop drawings or catalog cuts and a revised layout plan showing the substituted equipment and safety zones are required in order to determine acceptability of the substitution(s).
7. Equipment Installation: All play equipment shall be installed in accordance with

the manufacturer's specifications. The construction documents shall specify the play equipment be installed as late in the construction process as possible.

8. Equipment Footings: With the exception of spring toys, the top of all play equipment footings shall have a smooth finish, and be a minimum of twelve inches below finish grade of safety surfacing. Spring toys shall have footing edges chamfered at 45 degrees or rounded with a two-inch minimum radius. Exposed bolts shall be cut off flush at the nut and spot welded, and shall be three to six inches below finish grade.
 9. Steel or Aluminum Play Equipment: Metal play equipment shall be colored by electrostatically applied powder coating or hot-dipped galvanized with fused vinyl coating, minimum thickness of five mils.
 10. Product Availability: Limit products to those readily available within the United States so replacement parts are more readily available.
- **Disapproved Play Equipment:** The following equipment is not allowed by the Community Services Department.
1. Plastic Decks
 2. Decks with center access, unless rails are placed 90 degrees to main access or circulation patterns
 3. Perforations in excess of 3/16 inch in decks over 30 inches in height
 4. Decks which are secured with self-tapping screws
 5. Enclosed tunnel slides or level tunnels, unless made of a mesh material
 6. Bubble panels, Lexan or Plexiglas 'windows'
 7. Sectional slides
 8. Wood components
 9. Metal slides
 10. Dark colored plastic slides in any orientation (tan, yellow or light gray only)
 11. Movable digging shovel toys that do not have a safety stop
 12. See-saws with fulcrum points (springs are acceptable)
 13. Pinch-type coil spring base animals
 14. Swings with heavy animal figures
 15. Half-bucket swing seats with chains to secure occupants
 16. Vinyl-clad cargo nets, except with non-slip clad, rigid horizontal bars
 17. Vinyl-clad swing chains
 18. Rigid swing seats
 19. Non-reinforced swing seats (must be slash-resistant)
 20. Cable components

Recycled plastic structures are not prohibited, but should be limited to low-volume playgrounds, unless reinforced with metal bracing. See Appendix D for a listing of approved

manufacturers and materials.

▪ **Playground Drainage and Construction**

1. **Subgrade:** The concrete base for poured-in-place rubberized safety surfacing shall slope to a subsurface drainage system at 1% minimum. The subgrade for poured-in-place rubberized safety surfacing shall be compacted to 90% minimum.
2. **Subsurface Drainage Systems:** A subsurface drainage system shall be provided for all playgrounds. The drainage system shall be designed for positive drainage to the site storm drainage system. The playground drainage system shall connect to the site drainage system at a catch basin when possible. If connection at a catch basin is not possible, a cleanout shall be provided at the connection directed toward the play area. Leach lines or sumps may be considered if a site storm drainage system is not available; leach lines or sumps must be approved by the Community Services Department. If sumps are used, locate them outside the playground whenever possible.
3. **Poured-in-Place Rubberized Safety Surfacing:** Poured-in-place rubberized safety surfacing shall meet the requirements of CPSC and ASTM for play areas. All rubberized safety surfacing shall be installed on a concrete sub-base. Only aliphatic polyurethane binder shall be used; aromatic polyurethane binder is not acceptable. The color wear layer shall be ½-inch to 5/8-inch thick, and may be EPDM (ethylene propylene diene monomer) or TPV (thermoplastic vulcanizate). The buffing layer (cushion layer) shall be of a thickness sufficient to attenuate falls per ASTM F1292, and may be SBR (styrene-butadiene rubber) or approved equal. A single color or color blend is preferred versus patterns of varying colors with seams between.

▪ **Modular Play Equipment**

1. All decks shall be punched steel; expanded metal mesh is not acceptable.
2. Decks and steps over 30 inches in height shall have 3/16-inch maximum diameter holes to prevent fingers protruding up from below being stepped on, and to minimize potential for hood drawstrings being caught in larger deck openings at the tops of slides.
3. Decks, steps and transfer stations less than 30 inches in height may have larger holes to aid grasping and transfer from a wheelchair.
4. All decks shall have a non-skid surface.
5. The maximum deck height shall be six feet above playground safety surfacing. Decks higher than six feet may be allowed if the unit is fully enclosed with no potential for falls from the greater height or if surrounded by poured-in-place

rubberized safety surfacing with a thickness sufficient to attenuate falls per ASTM F1292.

6. For play structures designed for ages two to five years old, posts shall be 3-1/2-inch minimum diameter steel or aluminum.
7. For play structures designed for ages five to twelve years old, posts shall be five-inch minimum diameter steel or aluminum.
8. Play structures shall include integral shade coverings to provide shading over a substantial portion of the structure during the hottest part of the day.
9. Flat roofs or roofs that can be climbed on shall be set with a minimum clearance of seven feet above decks or adjacent step treads. Pitched roofs that cannot be climbed on shall be set with a minimum clearance of 6'-8".

■ **Swings**

1. Swings shall be freestanding with a minimum of four posts for stability; do not attach swings to modular play equipment.
2. All swings shall have five-inch diameter powder-coated steel or aluminum posts, or 3-1/2 inch diameter galvanized steel posts.
3. When space permits, provide separate swings for ages two to five years old (bucket seats) and for ages five to twelve years old (belt seats). Age ranges may be combined on the same support structure but may not be combined in the same bay.
4. No more than two swings shall be hung in each bay of the support structure.
5. Swing chains shall be 4.0-gauge galvanized steel; no vinyl coating is allowed on swing chains.
6. Swiveling swing attachments that minimize chains wrapping around the top bar are preferred.
7. Belt seats shall be slash proof. Hard seats are not acceptable.
8. Fully enclosed bucket seats shall be molded rubber, reinforced with steel. Half bucket seats with chain restraints are not acceptable.
9. Provide a safety zone for the swing set equal to two times the height of the top rail in front and in back of the centerline of the swing, and six feet clear between the support posts and other structures. Where space is limited, the safety zones for bucket seats may be sized per ASTM and CPSC standards.

- **Climbing Equipment**

1. Rungs or climbing bars shall be cylindrical, smooth and sized per CPSC and ASTM guidelines.
2. Light colors (yellow, tan or light gray) shall be used for plastic climbers
3. Climbing wall chains may be coated with a non-slip heavy duty coating.
4. Climbing boulders may be freestanding or attached to modular play equipment. The maximum height of climbing boulders shall be six feet above the playground safety surfacing.

- **Slides**

1. Freestanding and attached slides shall be single-piece units with plastic beds. Sectional slides and metal slides are not acceptable.
2. Light colors (yellow, tan or light gray) shall be used for slide beds
3. Stairways and ladders shall have continuous handrails on both sides and be placed at a height that will allow the child to stand erect over each step.
4. The preferred orientation for slides is facing north to northeast.
5. All slide exits shall be located in uncongested areas with a clear safety zone per ASTM and CPSC standards.

- **Spring Toys**

1. Spring toy bodies shall be constructed of cast aluminum or heavy duty plastic.
2. Spring toys shall be mounted on “C” spring bases or ‘non-pinching’ coil springs only.
3. Minimize the placement of spring toys within poured-in-place rubberized safety surfacing areas; the constant movement deteriorates the safety surfacing.

- **Signage**

1. A permanently mounted sign indicating age-appropriateness for each play area shall be set at the entrance to each play area. Verbiage shall notify users and parents/guardians that supervision is required for ages two to five years old, and recommended for ages five to twelve years old. Signage may be incorporated into each play structure as a panel.
2. A separate sign indicating park rules shall be posted in the immediate vicinity of the playground (standard park sign).