

PARKS, RECREATION + TREE COMMISSION MEETING MINUTES

March 20, 2023

DRAFT UNTIL APPROVED

The PRT Commission met at the Powell Community Center Conference Room C on Monday, March 20, 2023 at 6:00 pm.

In attendance: PR&T Commission members Jacque Gameson, Sarah Grittmann, Cindy Long, Nicole Sullivan, Kevin Schmidt, Angela Vandegrift, Kim Weir and Council Liaison Mary Ryherd. Penn Almoney, Misty Town and Jenny Smith represented staff.

Absent: Ryan Casey and Warren Hays and Council Liaison Lea Loudon

Introductions: The members of the PR&T Commission introduced themselves along with staff. New staff member, Misty Town, will serve Mission as a Program Coordinator and gave a brief overview of her background.

Call to Order

Chair Nicole Sullivan called the meeting to order at 6:05 p.m.

Approval of Minutes

Jacque Gameson moved to approve the minutes from the February 20, 2023 PR&T Meeting

Kevin Schmidt seconded

Motion Passed 7-0

Volunteer Opportunities

Jenny Smith presented upcoming opportunities to volunteer for Commission members.

- Bunny Eggstravaganza – Anticipated attendance 1,200. A sign-up sheet was circulated to the Commission members.
 - Egg Stuffing, 1,300 eggs on Tuesday, March 28, 6:00 – 8:00 p.m. & Thursday, March 30, 6:00 – 8:00 p.m.
 - Event: Broadmoor Park, Saturday, April 8, 10:00 a.m. – 12:00 p.m.; volunteers report 9:00 a.m. – 1:00 p.m.
- Kids to Parks
 - Event: Saturday, May 20, 9:00 a.m. – 12:00 p.m. Various positions were presented. A sign-up sheet was circulated to the Commission members.

Sustainability Commission Meeting Update

- Kevin Schmidt attended the meeting and reported that Timothy Wolf gave an insightful presentation. The Sustainability Commission reported that they are behind on getting batteries bagged up (a Sustainability Commission effort to collect used batteries from the public).
- There is a Smart Recycling Workshop on Wednesday, April 19, 7 p.m. at the Powell Community Center. There will be information about what goes in your curbside rollcart, as well as information about specialty recycling such as: electronics, glass, holiday lights, batteries,

polystyrene foam and plastic bags. Everyone will receive a recycling guide for further reference to be used at home.

- Angela Vandergrift volunteered to attend the April 3 meeting of the Sustainability Commission at 6:30 p.m.

City Council Update

- Mary reported that all the action items presented had been unanimously approved at the City Council meeting on March 15, 2023. She emphasized that the 'referral bonus and incentive program' was approved for a second year because the Council recognizes that it is important to retain good staff members.
- Penn will present the PR&T Commission's Priorities and Recommendations for 2023 to Laura Smith once they are formatted by the sub-committee members at the end of the month.

Mohawk Park Update

- Penn reported that the parking lot has been striped and cars are now accessing the lot.
- The restroom walls are complete and waiting for the plumbing installation.
- Completion date has been pushed back to mid-May for phase 1 because of some delays with materials.
- The picnic tables will arrive around the same time.
- The contractor notified Penn that the former west parking entrance off Lamar Avenue needs a 6" curb for about 150' to prevent water run-off and potential drivers accessing the field.
- They are getting a bid for a new monument sign and the cost of installation at the new south parking lot entrance along 67th Street. They've budgeted \$4,000, including installation.
- Phase 2 is still in schematic design with no new renderings. Penn is waiting to hear back on this.

Feasibility Study Update

- A meeting was held with stakeholders about the Feasibility Study. PR&T member Warren Hayes and Council Liaison Lea Loudon were unable to attend so they were asked to participate in the March 29 Council Work Session meeting where they will review the proforma and recommendations and get additional feedback on the study. Leon Younger, PROS Consulting owner and president, will be on hand to present in person.

ACTION ITEMS

Trail Counters

- Penn is recommending purchasing 5 additional trail counters which was approved as part of the 2023 Parks + Recreation CIP plan. Penn has received two bids (and hoping for one more) for additional trail counters (this is a device that measures attendance at parks). Mohawk currently has a trail counter.
- Staff would like to have two along the Rock Creek Trail and eventually add a 3rd counter at the end of the trail.
- Staff also plan to install trail counters in Streamway and Waterworks Parks. It takes 6 months – 12 months for a good estimate of park attendance from the counters.

Summer Camp Staff Pay

- Staff is recommending increasing the Mission Summer Camp instructor rate from \$12/hr to \$14/hr since finding enough instructors was such a challenge last year and is proving to be a challenge this year.
- The Child Care Aware grant will offset the increased costs associated with staffing through this season.

Arbor Day Presentation

- Jacque reported that there will be a mayoral presentation to Rushton Elementary students on Wednesday, March 22 at 12:45 p.m. for the Arbor Day Poster Contest winners. All PR&T Commission members were invited to the event.
- Arbor Day is Friday, April 28 this year and she is currently working with Rushton Elementary teachers to plan the Arbor Day presentation with the Rushton 2nd grade class.

UMKC Urban Design

- The UMKC Urban Design class is doing an assessment of the Rock Creek Trail. They will make a presentation to the public on Wednesday, March 22, 6:30-7:30 pm, at Powell Community Center.

Tree City USA

- Penn presented two banners and a yard sign (5) with Tree City USA branding. The banner designs were included as part of Tree City designation and can be reused every year as they don't include dates. They read: "Mission, KS is a proud Tree City USA Community" and "Happy Arbor Day, Mission, KS a proud Tree City USA community."
- They will be displayed during the Spring Day of Cleaning on Saturday, April 22 as well as at the Rushton 2nd graders Arbor Day celebration on Friday, April 28.

Positive Improvements

- PSP Connectivity Grant - The grant will be officially announced in June, but Mission staff has heard that the review committee is recommending partially funding Mission's application. The funds must be used within two years.

2023 Objective/Goal Planning + Budget Recommendations

- Nicole summarized the two documents that were provided to the attendees before the meeting from last year's budget recommendation and goals/objectives.
- After this meeting, Nicole would like to have a list of four to five items that the PR&T Commission focuses on in 2023. Nicole, Sarah and Cindy will take the information from this meeting and prepare a document for Penn to share with Council.

Status of the 2022 Plan

- Complete Mohawk Park. Phase 1 is almost done and Phase 2 is underway
- Landscaping in parks. This is slowly getting started; we are partnering with The Sustainability Commission
- Comprehensive plan to market/promote and fundraise for parks
 - Penn explained that they need \$150,000 to complete the Mohawk Park playground, primarily for all-ability features. He said we will need to find funding and suggested

finding donors for this purpose (interest was shown by Milhaven residents two years ago). He noted that Mission has a Charitable Fund which is a 501c3 organization and can be used for these types of endeavors.

- Staffing – Penn noted that Council approved the funding of three part-time park staff members and that there has not been a hire yet. He reminded the PR&T that they recommended a full-time worker initially and then decided that this should be left up to the staff to decide based on needs.

Suggestions for 2023 Plan

- Finish all phases of Mohawk Park
- Trail updates and maintenance for Broadmoor Park expedited. There are safety concerns that have been expressed by the community.
- Penn noted that there is a shortfall in funds based off the latest Order of Magnitude costs and that costs will only escalate over time. The goal is to complete work in 2023.
- Penn shared a conceptual design from GBA, an engineering firm. Penn noted that about five trees will need to be removed to complete the work; Jacque is very concerned about losing the Burr Oak tree and asked that a plan be devised to let it stay in the park. The update will include ADA accessibility.
- Upgrade Streamway Park in phases; some of this depends on being awarded grant monies
- Adding trails outside our parks and connecting the trails
- Paying for park upgrades. Penn said that they will be utilizing GO bond money for the parks; Penn said roughly 50% of this money will go to Public Works and roughly 50% for the parks. It will help with Phase 2 of Mohawk Park and the work on Broadmoor Park trail and Waterworks Park.
- He added that sales tax funds will come from tax revenue from residents and non-residents of Mission. He noted that currently we have no fundraising in place for the additional playground funding at Mohawk Park. He continued by saying It's important to get the community to buy-in for the things they have requested above the funds that we have.
- Penn suggested that a fundraising policy be part of the discussion for goals/objectives in the 2023 program.
- Multiple PR&T members emphasized that every effort should be made to finish the work in the parks as planned.
- Develop more landscaping for the parks. Kim recommended bringing in K-State Master Gardeners for one of our parks. She will contact this organization to set up training and more guidance on pollinator gardens.
- Adding educational features to the parks; Penn noted that education helps with our Tree City Growth Award and the Tree Plaques serve as a great example of sharing information with visitors.

Motion

Nicole asked for a Motion for the PR&T Commission Budget Priorities and Recommendations for 2023:

1. New construction and projects continue with completion of upgrades at Mohawk Park and Broadmoor Park; Work on Streamway Park if grant is approved and funds permit
2. Trail updates and maintenance expedited and completed in 2023

3. Fundraising: create a policy and potential sponsorship options
4. Maintenance – maintain current structures, tree canopy and facilities
5. Park engagement, experience and education

Sarah Grittmann moved to approve the motion

Kim Weir seconded

Motion Passed 7-0

The sub-committee consisting of Nicole, Sarah and Cindy will finalize a document with these recommendations and give to Penn by March 29 to share with the City Council and City Administrator.

Kevin Schmidt moved to adjourn the meeting

Kim Weir seconded

Motion Passed 7-0

The meeting adjourned at 7:42 p.m.

Faithfully submitted by Cindy Long, secretary pro tempore.