

# Parks Committee

City of Roeland Park  
Draft Meeting Minutes  
Wednesday, November 11<sup>th</sup>, 2015  
Roeland Park City Hall

## Attendees

Committee members and liaisons-Corey Coe, Becky Fast, Pat Franken, Jan Grebe, Ike Malula, Jennifer Provyn, Erin Thompson, Tyler Steele, Kathleen Whitworth

Guests-Cathy Creed, Gretchen and Artie Davis, Tom and Judy Hyde, Nancy Johnston, Jose Leon, Public Works

## **Call to Order by Jennifer Provyn**

**Approval of Minutes:** October draft meeting minutes approved

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## Old Business

### Action items completed

- Jose discussed the Nall Park Urban Trail proposal with Keith.
- Jennifer and Tyler presented the following information to City Council on October 19<sup>th</sup>
  - Urban Trails Co. proposal for biking trail in Nall Park
  - Updates on accomplishments and future plans for Parks Committee

### Nall Park Urban Trail Company proposal

- City Administrator, Public Works, Tyler Steele and Boulevard Apartments meeting regarding Nall Pak Urban Trail not yet scheduled. Tyler and Jose to follow up with Keith

### Resident Concerns Update

- **R Park Amenities installations status**  
5 Commemorative were installed on 11/12/2015. Fall 2015 installation complete!

### 2015 Budget allotment for Parks

Swing seats were chosen by the Committee. The design selected will service handicapped and non-handicapped children ages 2-5 and will be installed on existing swing rails, one in Nall Park (blue) and one in R Park (green).

- Swing seats selected meet ADA, CPSC & ATSM Standards
- Approval from the city's insurance company (MPR) is pending and critical to moving forward with the purchase.
- MPR would prefer for the vendor to install the seats and certify that they are correctly installed. Kathleen to research if this is possible.
- Height of swing rails determine hardware needed

### R Park Drinking Fountain

- Research on two options for installation of the R Park Drinking Fountain were again reviewed however, it was suggested that no one option should be chosen until the Community Forum is held in January, 2016 and feedback is given by the citizens.
- Additional research with technical people including the Mayor, Public Works and potentially a Water One Engineer is needed prior to the Community Forum to further refine the pluses and minuses of each of the three potential options. A third option namely running a new pipe through existing pipe was mentioned, however specific details and costs are unknown
- Open Questions
  - If additional costs arise other than what has been donated (plumbing and the fountain) who pays?
  - Who will pay the water bill?

### R Park Design Development Group-Drinking Fountain location

- Subject to January, 2016 Citizen's Forum feedback on the design plan. It was suggested that the proposed location for the R Park drinking fountain be moved to a different location to allow dog walkers and playground users to widen proximity for the drinking fountain. No additional costs would be incurred by the donor as the distance from the main is approximately the same in either location.

## New Business

- RP Donor Proposal Document Review
  - A draft donor Roeland Park proposal document was reviewed by the Committee
  - Feedback included

- Routine (“standard”) donations i.e. park benches could have fewer decision makers rubber stamped so to speak
  - Memorial trees (with plaques) need to be added to the “standard” list
  - More decision makers needed if the donation is “non-standard”. Scope of review needs to be expanded to include appropriate representatives possibly using the Community Foundation Board to spearhead the negotiations between the donor and appropriate City groups i.e. City Admin, Public Works, City Council, Mayor, Committees
  - A clear process for non-standard donations needs to be defined and published so all have a common understanding of the path the donation will take
- **RP Amenities Maintenance**
    - Public Works Director stated that the IPE wood amenities will require no maintenance. They will be allowed to weather to a soft pewter gray as intended for this wood.

**Open Action Items**

- Joel to take the suggested modification of the drinking fountain location back to the development group for consideration (Status unknown)
- All committee members must reapply for 2016 Parks Committee member appointment via the RP website. A current resume must be attached to form at submission. (Status unknown)
- Jennifer will spearhead establishment of technical meeting with appropriate parties for R Park Drinking Fountain review
- Kathleen to follow up on swing seat open issues to ensure purchase prior to 2016
- Jose and Tyler to follow up on Urban Trails meeting with Boulevard Apartment.

**Motions Approved**

- An adaptable swing seat design for handicapped children selection was approved by the Committee
- Meeting Adjourned

**Other Matters/Reminders/Announcements**

Budget discussion for Parks, 2017 at December, 9<sup>th</sup> meeting. Michael Rhoades, Financial Chair and Teresa Kelly to be invited.

**Parks Committee Meetings**

**Next Regular Committee Meeting: Wednesday, December 9th, 6:00 PM City Hall**

Parks and Trees Committee  
Feedback on the proposed Roeland Park Donation Policy

The Parks and Trees Committee ('`Committee'`) met for a regular monthly meeting in November and discussed the proposed donation policy. Jose Leon, Public Works Director, provided background pertaining to the proposal and was exceedingly helpful in clarifying sections of the document. Erin Thompson, Council liaison, was also incredibly helpful and provided clarification regarding some of the legal language.

Feedback from the discussion included:

1. pg. 1; Repair: there was question regarding the statement ``Repair parts and materials must be readily available``. The intent of this statement, as well as the subsequent donor responsibility, was not clear to the Committee. Jose noted that this statement does not mean that the donor is expected to continue to provide repair parts or supplies, but that the repair parts and supplies need to be ``available and attainable with reasonable effort``. This could be more difficult with, for example, an art installation. The Committee agreed with the intent of the statement but did note that clarifying this statement in the document could be helpful.

**Repair:** The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. **Repair parts and materials must be readily available.** Donated elements must be of high quality to ensure a long life, be resistant to weather, wear and tear, and to acts of vandalism. Due to factors beyond the City's control, it cannot guarantee the longevity of the donation.

2. pg. 2; Cost: there was reaction to the Cost section, specifically, the sentence highlighted below. After discussion and helpful clarifications from Jose and Erin, it was clear to the Committee that the costs to be incurred by the donor are actually built into the donation. That is, if someone was to donate a tree from the fee schedule maintained by the City, then the cost of the corresponding installation and routine maintenance is included in the cost of the donation. The Committee agreed completely with the intent of the section and also how it is operationalized in the policy (i.e., built into the cost of standard items [those items listed on the pre-approved donation fee schedule]). Insofar as the Committee needed Jose and Erin to clarify the verbiage, the Committee felt that this verbiage should be made clearer to the community. While the legal language as-drafted may be appropriate, supplementary documentation for the community/residents could be very helpful.

**Cost:** The City has an interest in ensuring that the donor covers the full cost for the purchase, installation and routine maintenance (if applicable) during the expected life cycle of the donated elements. The donation cost shall also include the cost of the donation acknowledgement/memorial plaque, and any related delivery and installation costs applicable. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance.

3. pg. 2; Approval: there was initial reaction to this section by some of the Committee members. The concern was essentially that one person, as opposed to a group of people, would be making the decision to green-or-red light a donation along to the City Council. There was a suggestion that perhaps it should be the Community Foundation, in conjunction with the Public Works Director, who would form a group to make such decisions. After much discussion, the Committee came away with this understanding:

- o standard items (i.e., items in the donation fee schedule): Public Works Director will make the decision to green-or-red light a donation along to City Council
- o non-standard items (i.e., items NOT in the donation fee schedule): will be reviewed by the Public Works Director, who will then route the request along to any other appropriate entities for review

The Committee agrees that this process does in fact remove unnecessary layers of bureaucratic red tape while still allowing for layers of review for non-standard donations. However, it was only after reviewing the Approval section in conjunction with the Other Donations section on page 3 that this became clear. A suggestion from the Committee is that this could be made clearer to the community.

**Approval:** The Public Works Director, upon determining that the donation request meets the criteria provided in this policy, may make a recommendation to the City Council for approval of the donation. The City Council may consider the request at its regularly scheduled meeting. The City Council must approve all donation requests prior to the City accepting any donations.

#### OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to review of the appropriate committee.

4. The Committee suggested that the Memorial and Donation Schedule (the standard, pre-approved items) should be expanded and that each park should have a schedule. Of note:

- o the Committee is going to be discussing 5-year goals for each of the parks at the December and January meetings
- o Jose has done an inventory of the maintenance needs of each park
- o the Committee understands that the Master Plan for R Park will be reviewed by the community and Council at various upcoming meetings, with a goal for approval in the not-too-distant future

As such, early in 2016, the Committee (always in conjunction with Public Works/Jose) expects to be able to provide suggestions for Memorial and Donation Schedules for each park.

### Memorial and Donation Schedule

<u>Park Bench <u>with Back</u> (including acknowledgment Plaque)</u>	<u>\$<del>3,850.00</del></u>
<u>Bench without Back (including acknowledgment Plaque)</u>	<u>\$3,300</u>
<u>Picnic Table</u>	<u>\$2,000</u>
<u>Trash Receptacle</u>	<u>\$1,500</u>
<u>Tree (species must be selected from the City's preferred list)</u>	<u><del>\$225.00</del></u>

5. The general feeling of the Committee was that this proposed Donation Policy does not in fact dissuade would-be donors. The Committee was very much in favor of the On-line Registry. Along the lines of encouraging donations and the on-line registry, the Committee suggested that it would be helpful--especially with potential non-standard donations--to have a registry of potential donations. This forum could provide the impetus for joint funding of some of the larger ticket items, such as a shelter at R Park.

**Donation Acknowledgements/Memorial Plaques/On-line Registry:** Donation acknowledgements and memorial plaques, as approved by the City, will be placed on or near the donated element at the sole discretion of the City. Such acknowledgements and plaques will be made of bronze and purchased through the City. The cost for these items is incorporated in the cost of the donation. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgements shall be tasteful and subtle; the City Council must approve all text for donation acknowledgements/memorial plaques. The City will maintain an "On-line Registry" of all donations to the City of Roeland Park. The registry will be located within the City of Roeland Park web pages at [www.roelandpark.net](http://www.roelandpark.net).