

Spring Hill Parks Advisory Board
Meeting Minutes
February 17, 2020

CALL TO ORDER

Chairman Doug D’Albini called the meeting to order at 6:01 p.m.

Board Members in Attendance: Doug D’Albini
Tommy Holland
Derek Buckridge
Carol Thomas

Board Members Absent: Mark Squire

Staff in Attendance: Dillon Jones, Parks Superintendent
Dora Davison, Administrative Assistant – Public Works

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

The Secretary called the roll of the Parks Advisory Board. With a quorum present, the meeting commenced.

APPROVAL OF AGENDA

Motion by Tommy Holland, seconded by Carol Thomas, to approve the agenda. Motion carried.

CITIZEN PARTICIPATION

None

FORMAL BOARD ITEMS

Approval of Minutes: December 16, 2019

Motion by Carol Thomas, seconded by Derek Buckridge, to approve the December 16, 2019 meeting minutes. Motion carried.

DISCUSSION

- Presentation of Parks Master Plan was given by Mr. Reynolds a representative with Vireo. Presentation attached.

THE FOLLOWING MINUTES ARE SUBJECT TO MODIFICATION
AND ARE NOT OFFICIAL MINUTES
UNTIL APPROVED BY THE SPRING HILL PARKS ADVISORY BOARD

- Renaming Melvin Murry Park. The Board discussed previous names from September of 2018, Willow Park, Blue Stem Park, Meadowlark Park and Park at Woodland Ridge. Members concluded that Willow Park would be the recommendation to City Council to rename Melvin Murry Park. A formal vote will be held at the March Meeting.
- Veterans Park Memorial funding and design ideas were requested by staff. There was no additional input currently from Board Members.
- Annual tree maintenance plan with specific information to guide residents regarding the Emerald Ash Borer identification and prevention. Carol Thomas volunteered to gather information for the March meeting. The board requested staff provide an example of an annual tree maintenance plan for their reference.
- Kansas Open Meetings Act and Kansas Open Records Act training will be provided to board members February 27th at 6 pm. Members wishing to attend have been asked to notify the secretary.
 - Carol Thomas requested that any member not able to attend a meeting email the secretary of the board no later than noon on the day of the scheduled meeting.
 - Parks Advisory Board will reconsider the meeting time of 6 pm at the March meeting.

STAFF REPORT

- Spring Hill Aquatic Center Consultation – Parks staff received 3 possible design ideas to the River Slide. Lamp Rynearson as been asked to provide time and cost estimates for each.
- Woodland Ridge Pond revitalization has been delayed by the weather; anticipated completion remains late Spring 2020.
- Veterans Park construction team Mega has begun their winter break. Parks staff is beginning to erect the playground this week.

ADJOURN

Motion by Carol Thomas, seconded by Tommy Holland, to adjourn. Motion carried.

The meeting adjourned at 7:37 p.m.

Dora Davison

Dora Davison, Secretary

SPRING HILL PARKS MASTER PLAN

Draft Plan:
February 2020

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- ### Agenda:
1. Recreation Assessment
 2. Operations Assessment
 3. Community Outreach
 4. Park Assessments
 5. Capital Needs

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- ### Recreation Assessment Process
- A series of analyses completed to assess:
 - Demographics
 - Current Program Menu
 - Participation
 - Revenue
 - A review of:
 - Sports and Leisure Market Potential
 - Marketing
 - Results: Recommendations based on above findings

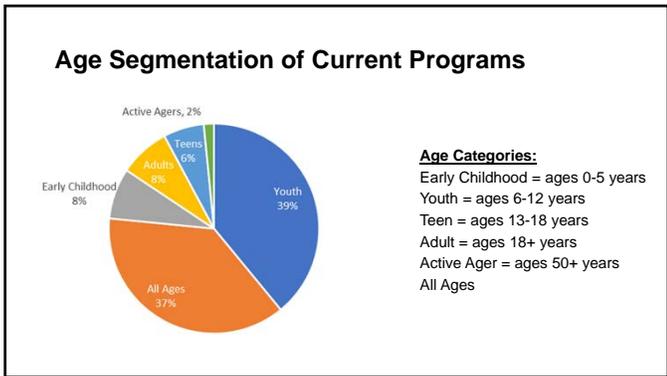
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Demographics

We use key demographic facts like these to support the programmatic assessment

KEY FACTS	EDUCATION																														
6,353 Population	35.7 Median Age																														
2.8 Average Household Size	5% No High School Diploma																														
\$76,918 Median Household Income	30% High School Graduate																														
	35% Some College																														
	30% Bachelor's/Graduate Degree																														
BUSINESS	EMPLOYMENT																														
151 Total Businesses	1,626 Total Employees																														
	6.3% White Collar																														
	25% Blue Collar																														
	12% Service																														
	2.8% Unemployed Rate																														
INCOME	Households By Income																														
\$76,918 Median Household Income	The target group: \$35,000 - \$74,999 (20.2%) The smallest group: \$15,000 - \$24,999 (4.6%)																														
\$33,058 Per Capita Income																															
\$181,568 Median Net Worth																															
	<table border="1"> <thead> <tr> <th>Indicator</th> <th>Value</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>< \$15,000</td> <td>5.3%</td> <td>-0.6%</td> </tr> <tr> <td>\$15,000 - \$24,999</td> <td>4.6%</td> <td>-1.2%</td> </tr> <tr> <td>\$25,000 - \$34,999</td> <td>5.1%</td> <td>-1.1%</td> </tr> <tr> <td>\$35,000 - \$44,999</td> <td>12.4%</td> <td>+1.7%</td> </tr> <tr> <td>\$45,000 - \$74,999</td> <td>25.3%</td> <td>+5.3%</td> </tr> <tr> <td>\$75,000 - \$99,999</td> <td>18.1%</td> <td>+5.4%</td> </tr> <tr> <td>\$100,000 - \$149,999</td> <td>15.9%</td> <td>-0.9%</td> </tr> <tr> <td>\$150,000 - \$249,999</td> <td>7.4%</td> <td>-2.9%</td> </tr> <tr> <td>\$250,000+</td> <td>5.9%</td> <td>-5.3%</td> </tr> </tbody> </table>	Indicator	Value	Difference	< \$15,000	5.3%	-0.6%	\$15,000 - \$24,999	4.6%	-1.2%	\$25,000 - \$34,999	5.1%	-1.1%	\$35,000 - \$44,999	12.4%	+1.7%	\$45,000 - \$74,999	25.3%	+5.3%	\$75,000 - \$99,999	18.1%	+5.4%	\$100,000 - \$149,999	15.9%	-0.9%	\$150,000 - \$249,999	7.4%	-2.9%	\$250,000+	5.9%	-5.3%
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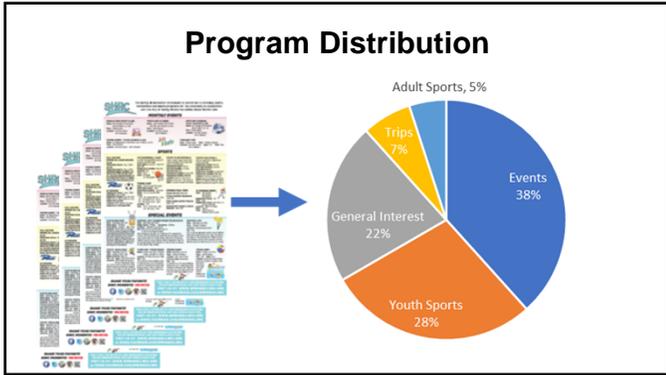


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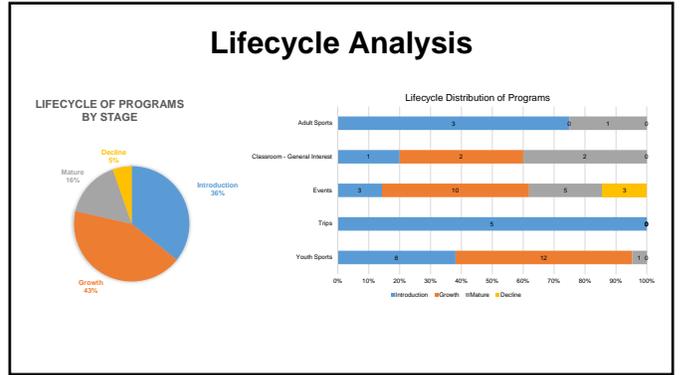
Age Segmentation Compared to Demographic Data

Population	Age Category	Programs Offered
9%	Early Childhood	8%
18%	Youth	39%
7%	Teen	6%
50%	Adult	8%
16%	Active Agers	2%
	All Ages	37%

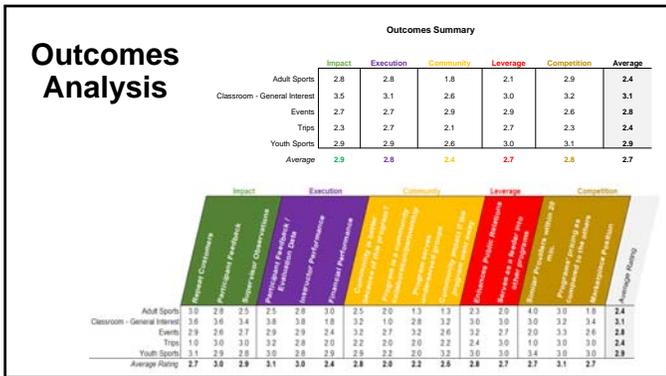
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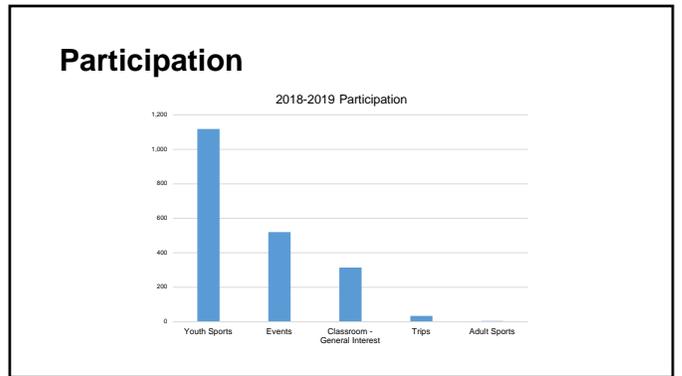
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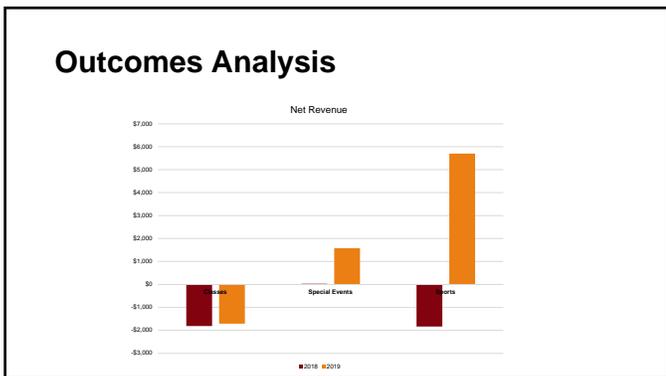
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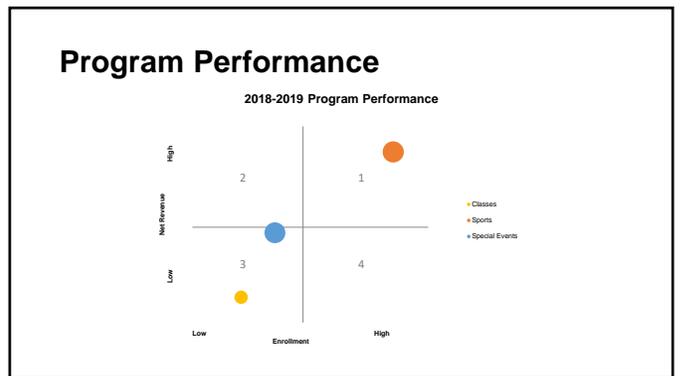
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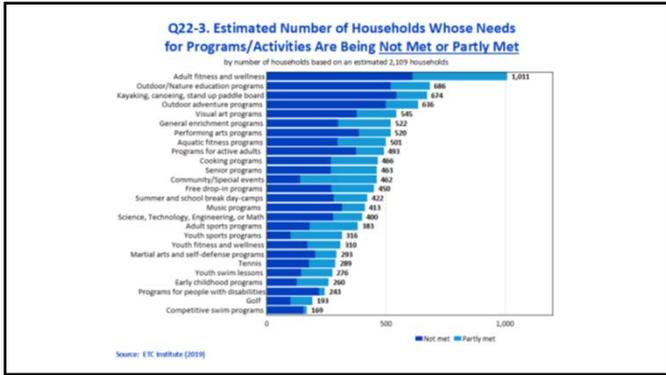
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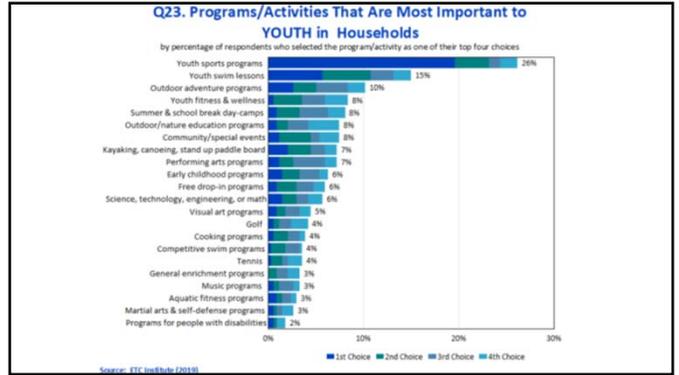
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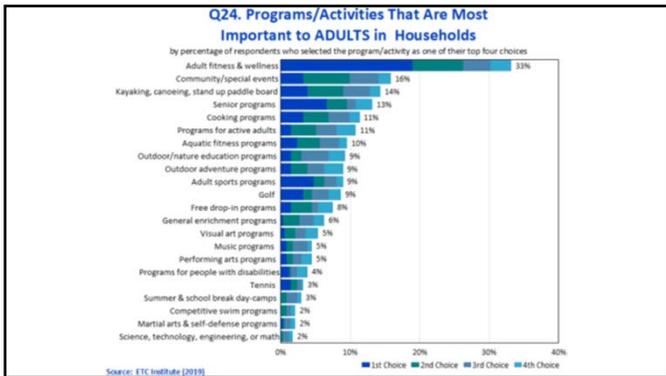
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Priority Investment Rating

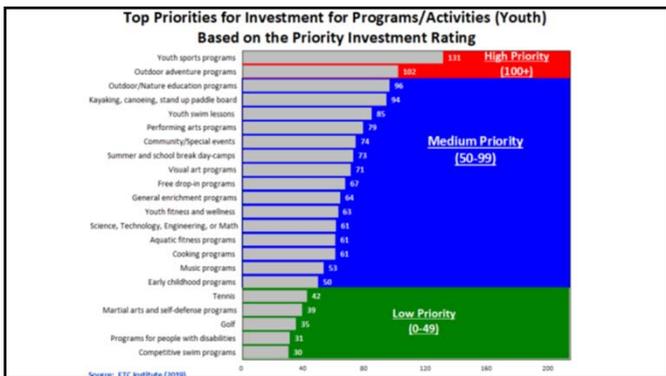
Equally weighs
 (1) **Importance** residents place on facilities
 (2) How many residents have **unmet needs** for the facility.

High Priority Areas (PIR of 100+). High level of unmet need and residents generally think it is important to fund improvements in these areas.

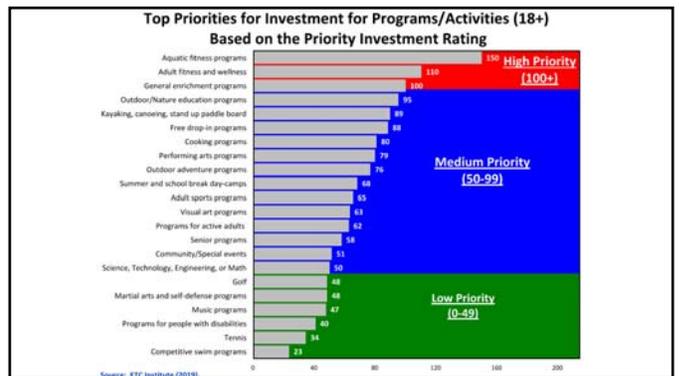
Medium Priority Areas (PIR of 50-99). Medium to high level of unmet need or a significant percentage of residents generally think it is important to fund improvements in these areas.

Low Priority Areas (PIR <50). Low level of unmet need and residents do not think it is important to fund improvements in these areas. Improvements may be warranted if the needs of very specialized populations are being targeted.

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Action Plan	Next 1-3 years	Next 3-5 years	Next 5-10 years
	<ul style="list-style-type: none"> Events - Continue with the range of special events to allow the community and increase the number of attendees. Program Categories - Review to determine which program areas should be added to the program menu. The Staff Assessment Report Priority Investment Rating for youth and senior should be used to assist in determining program. Club Center Program Times - Identify current program times for the recreation program use. Youth Sports - Conduct yearly quality checks on each of the various sports teams to reach their potential. Consider program and marketing outreach to increase participation. Programming Performance - Determine which new program areas are "missing" in the current offerings. Each program and marketing plan should be reviewed. Strengthen School Partnerships - Create an implementation agreement that outlines specific usage parameters. Marketing - Continue to use Facebook, continuously growing current users per week. Participation Barriers - Continuously work to reduce participation barriers. Waivers - Monitor waiver numbers, and assist in filling out the waiver or providing the waiver to the maximum number of participants. Practicing of Programs - Develop targeted marketing for the various sports, recreation and growing older adult population. 	<ul style="list-style-type: none"> Adult Programs - Expand adult programs in response to the growing age demographic, opportunity for each adult age category adult, active adult, and senior. Outdoor Adventure Programs - Incorporate outdoor recreation programs. They are a high priority however, the needs are not met or partly met by group of current programs. Adult Fitness & Wellness Programs - Consider adding programming that targets adult fitness and wellness to meet a top priority for adults however, 8% of respondents indicate no one met or partly met. Specific requests for fitness classes were listed in the preliminary questionnaire more than 25 times. Outreach - Develop intentional outreach and inclusion of cultural groups in future program development, planning, and implementation. Marketing - Further develop the program goals to the current programming, listing all available programs each season and providing Commission related information such as registration details, reminders, and program specific information. Staffing - Increase staffing levels to accommodate new levels of service provision. Best Practices - Implement the best practice use of metrics, customer expectations, performance measures, annual reporting process, and the establishment of cost recovery goals. Develop a 100% cost recovery goal for program direct costs. Outdoor-Based Programming - Consider more outdoor-based programming for youth, focus on the high use activities with the highest PIR score outdoors. 	<ul style="list-style-type: none"> Book Reviews - Conduct reviews for program resources, develop the City Community Engagement with the City Community Engagement team to better understand the needs of the community and use for our current programming and to support the future programming. Partnerships - Explore partnership opportunities with other parks, municipal, or non-profit entities that could result in additional programming. Legislative Advocacy - Engage in legislative efforts to support efforts that would allow property ownership. Revenue - Work to address a position not revenue within each new program area, each day of use. Policy Development - <ul style="list-style-type: none"> Develop a fee policy Develop a cost recovery policy

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Operations Assessment
<ul style="list-style-type: none"> Description of the City of Spring Hill Parks Department Description of the Spring Hill Recreation Commission Comparative information of both national and regional metrics Staff meeting review Current practices Example of maintenance standards

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Operations Assessment Results
<ul style="list-style-type: none"> Importance of good working relationships between the City of Spring Hill Parks Department and the Spring Hill Recreation Commission Process documentation for the Parks Department is needed. Operations worksheets detailing task hours are a good start. <ul style="list-style-type: none"> Work order system Maintenance management system Inspection processes Job training Use of technology Use of maintenance standards

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Comparative Information					
Metric	# of Agencies	Lower Quartile	Median	Upper Quartile	Spring Hill
Operating expenditures per capita	45	\$61	\$107	\$230	\$212
Revenue per capita	38	\$11	\$29	\$67	\$37
Total revenue to total operating expenditures	37	9.60%	25.60%	47.10%	17%
Park operating expenditures per acre of parkland	30	\$1,521	\$3,989	\$6,095	\$3,747
FTE's per total population	39	8	12.3	30.7	12
Acres of parks per 1,000 residents	32	8.5	14	24.3	14

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Park Maintenance Staffing						
<table border="0"> <tr> <td>25% Quartile</td> <td>Median</td> <td>75% Upper Quartile</td> </tr> <tr> <td>3.7 FTEs</td> <td>5.7 FTEs</td> <td>16.6 FTEs</td> </tr> </table> <p>The current staffing level of a park foreman and two maintenance employees is slightly below the lowest 25% of reporting agencies as the City of Spring Hill has three full-time maintenance employees and maintains 90 acres. Moving to the lowest quartile requires an additional .7 FTE and moving to the median requires an additional 2.7 FTEs.</p>	25% Quartile	Median	75% Upper Quartile	3.7 FTEs	5.7 FTEs	16.6 FTEs
25% Quartile	Median	75% Upper Quartile				
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Operating Budgets for Park Maintenance	
City	Operating Budget
Spring Hill (Pop. - 6,618)	\$ 337,349
Psola (Pop. - 5,580)	\$ 324,300
DeSoto (Pop. - 6,107)	\$ 286,851
Eudora (Pop. - 6,329)	\$ 545,204
Basehor (Pop. - 6,428)	\$ 67,700
Fort Scott (Pop. - 7,608)	\$ 237,355
Bonner Springs (Pop. - 7,784)	\$ 770,425
Park City (Pop. - 7,724)	\$ 309,101
Median	\$ 316,701

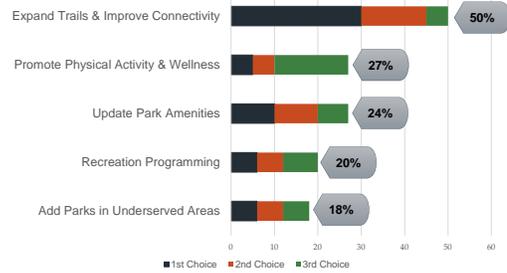
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Most Important Amenities

In-Person	Online	Survey
<ul style="list-style-type: none"> Paved Trails Hiking Trails Multi-Purpose Courts 	<ul style="list-style-type: none"> Paved Trails Playgrounds Hiking Trails 	<ul style="list-style-type: none"> Hiking Trails Paved Trails Natural Areas

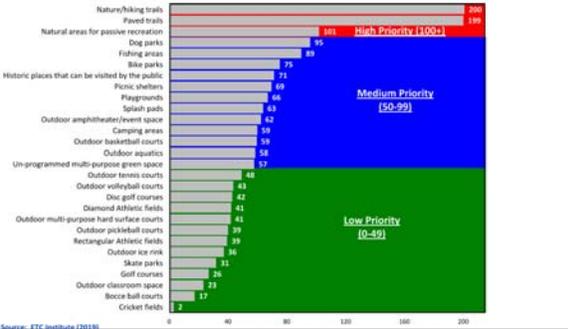
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Most Important Priorities



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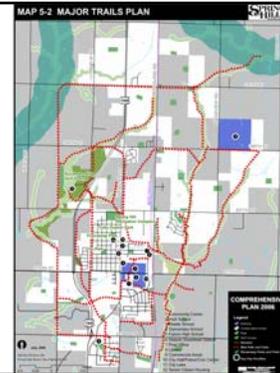
Top Priorities for Investment for Facilities Based on the Priority Investment Rating



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TRAILS

- Most Important Amenity to the Community
- Trails & Greenway Master Plan is needed
 - Outlines trail typologies
 - Phasing & Implementation
 - Costs
- Financial Planning
 - Reliable annual CIP Contributions



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GAP Analysis

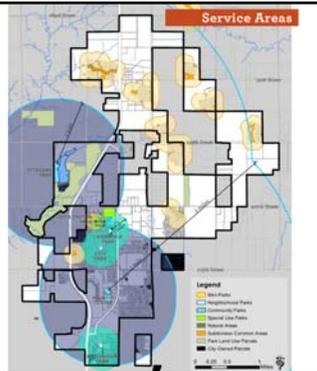
Neighborhood Parks
NORTH - There are currently no City owned parks in the north/northeast area.

CENTRAL - As development expands consideration should be given for a neighborhood park in this area.

SOUTH - Southeastern portion of the community east of the Aquatic Center.

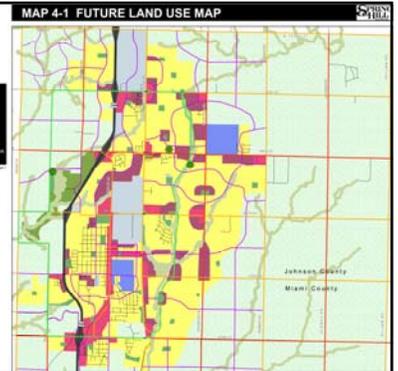
Community Parks
NORTHEAST - With development occurring rapidly in this area acquisition of sufficient park land space should be considered.

- Focus Area #3 - Dispersion of Key Amenities**
- PICNIC SHELTERS
 - PLAYGROUNDS
 - RESTROOMS
 - TRAILS



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COMPREHENSIVE PLAN FUTURE LAND USE



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TABLE 14 - TARGET L.O.S. BY PARK TYPE		Park Name	Size (Acres)	Total (Acres)	NPSA SUGGESTED Acres per 1,000 residents	Current Acres per 1,000 Residents	Suggested Acres per 1,000 Residents	SUGGESTED 2050 Acreage	Additional Acres of Parkland Needed
Mini Parks (1 acre or less)	Celia Dayton	0.30	0.30	0.25-0.50	0.045	0.045	0.30	0.00	
Neighborhood Parks (Generally 2-5 acres)	Blackhawk	3.64	8.02	1.0	1.82	2.00	15.50	7.08	
	City	2.80							
	Friendship	2.58							
Community Parks (Generally 15-50 acres)	Aquatic Center Park (includes south parcel)	18.50	28.14	5.8	4.20	5.00	38.75	10.61	
	Veterans Park	15.64							
Special Use Parks (Specialized Activities)	Recreation Complex	13.90	13.90	Variable	2.07	-	Variable	Sufficiency	
Natural Areas & Undeveloped Parkland	Woodland Ridge (Malvon Murray)	15.42	18.42	Variable	2.30	-	Variable	Sufficiency	
Current L.O.S. (acres per 1,000 residents)		9.84							
Target L.O.S. (acres per 1,000 residents)		10.86							
Target Total Park Acres by 2050		17							
					2019	2024	2029		
Estimated Population				6,506	7,210	7,750			
Target Total Park Acres				66.98	77	83			
Additional Acres Needed				-	11	17			

Action Plan

Next 1-3 years

- Develop a plan for the Aquatic Center** - The Aquatic Center is currently that making improvements to Aquatic Center and other nearby areas. The following improvements are suggested for the Aquatic Center and other nearby areas.
- Update aging amenities in Parks** - The following list of aging amenities are most important to the community and the parks where required by current amenities are needed.
- Work & Trails**
 - Blackhawk Park
 - Woodland Ridge
 - City Park
 - Friendship Park
 - City Park (improvement)
 - Recreation Complex
 - City Park
- Improve ADA Access** - Most parks need improvements to walk, wheelchair, and other accessibility. The degree to which improvements are needed varies by park.
- Operations**
 - Blackhawk - Continue to strive to keep maintenance and other competitive facility issues. Develop and implement a detailed maintenance program.
 - Maintenance - Develop a maintenance plan with assignments for all trails. Establish minimum standards for each trail and create a monthly maintenance.

Next 3-5 years

- Trails** - Trails are the single most important park amenity for residents. The following efforts should be pursued at a minimum:
 - Develop a Trails & Greenway Master Plan including identification of trail typologies, proposed trail connections, implementation, and planning strategies along with cost data.
 - Work with the City Manager and City Council to identify real and reliable funding for trail projects.
 - Pursue grant funding opportunities.
- Add New Amenities** - Use the NPSA and Programming Assessments as guides when determining what new amenities to add. Together these reflect the wants and needs of the community and professional recommendations of the consultants.
- ADA Access** - Develop a schedule of improvements in coordination with enhancements to that future capital. Funding requests may be required for amenities that are not currently funded. As much as possible, equity distribution and additional to various geographical areas of the community. Coordinate directly improvements with recreational programming needs.
- Fixed Trails** - 95% of respondents needs are not met or partly met.
- Hiking Trails** - 95% of respondents needs are not met or partly met.
- Natural Areas for Passive Recreation** - 95% of respondents needs are not met or partly met.
- Trails Parks** - 95% of respondents needs are not met or partly met.
- Fixed Trails** - 95% of respondents needs are not met or partly met.

Next 5-10 years

- Strive to Meet the Level of Service** - Strive to meet the overall target L.O.S. of parks acres of parkland per 1,000 residents.
- Park Design Master Plans** - The following parks are currently in the process of being updated or lack a solid master plan. Develop a design master plan and identify existing funding for improvements to the following parks:
 - Aquatic Center South Property
 - Woodland Ridge
 - Recreation Complex
- Add New Parks** - Consider adding a new neighborhood and a community park in the northeast portion of the City and a neighborhood park in the southeast area of the City. The site analysis shows that these areas are currently underserved by these categories of parks. Doing so will also bring the park system closer to the established level of service goal.
- Consider new properties for parks** that provide the opportunity to pursue additional programming needs or amenities. Annual properties that provide data on the presence or absence of amenities.
- Operations**
 - Automated Work Order System** - Consider an automated asset management system to assist in developing data such as tree counts for pruning, tree health, tree needs on an annual basis, preventive or needed maintenance, and amenity data.

Capital Improvements

CAPITAL NEEDS BY PARK	2019	2024	2029
AQUATIC CENTER PARK			
1. Repair playground equipment	\$10,000	\$10,000	\$10,000
2. Replace playground safety surfacing	\$10,000	\$10,000	\$10,000
3. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
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67. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
68. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
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70. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
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89. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
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91. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
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97. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
98. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
99. Replace playground shelter structure	\$10,000	\$10,000	\$10,000
100. Replace playground shelter structure	\$10,000	\$10,000	\$10,000