CALL TO ORDER / ROLL CALL

DISCUSSION AGENDA
A. 2020 Employee Benefits Preliminary Report – Jeff Stewart, Deputy Director
B. Operation & Maintenance Plan – Bill Maasen, Superintendent of Parks & Golf Courses

OTHER BUSINESS

ADJOURNMENT
Presented to: Committee of the Whole  Meeting Date: 03/11/2019

Project Name/Identification: Employee Benefits Philosophy and Plan Performance Update

Contact: Jeff Stewart, Deputy Director  Phone: 913-826-3409

ISSUE: Revisit the Board’s overall approach and philosophy pertaining to employee benefits, as well as to provide a plan performance overview for 2018 and year-to-date status updates for 2019.

BACKGROUND: Each spring and summer, JCPRD invites representatives from its benefits broker, Lockton, as well as Blue Cross Blue Shield of Kansas City (BCBSKC) as appropriate, to provide updates to the Board related to overall market trends and plan performance for the three medical plan options offered to staff.

ANALYSIS: Lockton will deliver a high-level presentation related JCPRD’s 2018 medical plan option performance. A representative from BCBSKC will also be present to provide an update on the SPIRA health plan option, which was introduced to JCPRD employees in 2018.

FUNDING REVIEW: Are there funding implications involved?  ☑ No  ☒ Yes – explain: The Board’s overall philosophy regarding employee benefits directly impacts the cost of premiums and the employer subsidy for premiums paid for health insurance.

ALTERNATIVES:

- Recommend consent approval as recommended by staff ................................................................. ☐
- Recommend consent approval as determined/modified by committee .............................................. ☐
- Recommend discussion and action by the full Board at Board Meeting.............................................. ☐
- Recommend denial of request ........................................................................................................... ☐
- Table for additional consideration ................................................................................................. ☐
- Take no action ................................................................................................................................. ☐
- Other: ............................................................................................................................................... ☒

  If other, explain: The COW is for information and discussion purposes only.

Consequences or additional Information (if any):

LEGAL REVIEW: Is Legal Counsel Review Required?  ☐ No  ☒ Yes – If yes, explain:

SUGGESTED RECOMMENDATION/MOTION:
N/A

SUPPORTING DOCUMENTATION:

- N/A
**JOHNSON COUNTY PARK AND RECREATION DISTRICT**
**BOARD OF PARK AND RECREATION COMMISSIONERS**

**BRIEFING SHEET**

<table>
<thead>
<tr>
<th>Presented to:</th>
<th>Committee of the Whole</th>
<th>Meeting Date:</th>
<th>03/11/2019</th>
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<table>
<thead>
<tr>
<th>Project Name/Identification:</th>
<th>Operation and Maintenance Plan</th>
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</table>

| Contact: | Bill Maasen, Superintendent of Parks & Golf Courses | Phone: | 913 826-3437 |

**ISSUE:** Consider a Final Draft of the Operation and Maintenance Plan for Johnson County Park & Recreation District

**BACKGROUND:** In accordance with the CAPRA standards for re-accreditation, JCPRD needed to create a new Operation and Maintenance Plan (Section 7.5). JCPRD has not had such a plan since 1983. In essence, this plan is meant to be a tool to manage various types of public use areas from lightly used less developed areas to areas that are highly developed and heavily utilized.

**ANALYSIS:** A consultant team from Vireo assisted in the development of the attached plan that is intended to be a living document, updated periodically as standards change or public uses are modified over time.

**FUNDING REVIEW:** Are there funding implications involved?  ☒ No  ☐ Yes  If Yes, explain:

**ALTERNATIVES:**
- Recommend consent approval as recommended by staff ................................................................. ☒
- Recommend consent approval as determined/modified by committee ............................................... ☐
- Recommend discussion and action by the full Board at Board Meeting ......................................... ☐
- Recommend denial of request ............................................................................................................. ☐
- Table for additional consideration ..................................................................................................... ☐
- Take no action ......................................................................................................................................... ☐
- Other: .................................................................................................................................................... ☐

*If other, explain:*

**LEGAL REVIEW:** Is legal counsel review required?  ☒ No  ☐ Yes  If yes, explain:

**SUGGESTED RECOMMENDATION/MOTION:**

It was the consensus of the committee to recommend Board consent approval and acceptance of the Operation and Maintenance Plan as presented by Vireo.

**SUPPORTING DOCUMENTATION:**

1. Executive Summary of Operation & Maintenance Plan
Goal:
Satisfy Commission for Accreditation of Park and Recreation Agencies (CAPRA) Section 7.5 – Maintenance & Operations Management Standards.

Objective:
Develop a maintenance classification system assigning an appropriate set of minimum maintenance standards which respond to a variety of intended uses ranging from heavily used and highly developed to lightly used and less developed areas in all JCPRD parks.

Basis of Design:
NRPA Park Maintenance Standards
## PROCESS & TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick-off Meeting</td>
<td>May</td>
</tr>
<tr>
<td>Staff Workshop</td>
<td></td>
</tr>
<tr>
<td>Staff Sessions – Round 1</td>
<td>June</td>
</tr>
<tr>
<td>1st Draft</td>
<td>August</td>
</tr>
<tr>
<td>Staff Sessions – Round 2</td>
<td>September</td>
</tr>
<tr>
<td>Final Draft</td>
<td>November</td>
</tr>
<tr>
<td>Staff Review</td>
<td>December</td>
</tr>
<tr>
<td>Final Edits</td>
<td>January / February</td>
</tr>
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</table>
JOHNSON COUNTY PARK AND RECREATION DISTRICT

MAINTENANCE MANUAL

FOR

ANTIOCH PARK
HERITAGE PARK
SHAWNEE MISSION PARK
(AND)
ERNIE MILLER
TOMAHAWK HILLS GOLF COURSE

Prepared by:
Superintendent of Parks
and
Park Maintenance Staff
5/12/03
MAINTENANCE

MODE 1

High Level Maintenance

Applied to high quality diverse landscapes. Usually associated with high traffic urban areas such as public squares, malls, governmental grounds or high visitation parks. Mowing generally occurs once a week or more.

OBJECTIVE & OVERALL EXPECTATION

Provide safe, clean parks with an emphasis on attractive aesthetics, while ensuring recreational facilities and high use areas are fully functional, safe, and ready for use.

Minimum Standards

- **Grounds**
  - **Parks and Other Sites**
  - **Athletic Facilities**
  - **Golf Courses**

**Turf Maintenance**

- **Mowing**
  - Maintain turf in all defined areas to acceptable height and appearance according to species and variety of grass. Turf density shall be sufficient to not allow more than 5% weed growth visible to the surface.

- **String Trimming & Edging**
  - Provide a clean and even 25-degree edge between turf area and hard surfaces, equipment, and structures.

- **Aeration**
  - Increase air infiltration, water percolation, plant nutrient mobility, and correct soil compaction by making holes or slits in turf.

- **Core Aeration**

**Minimum Standards**

- **Turf Maintenance**

**Verticutting**

- Provide healthy turf by removing excessive thatch through mechanical means.

**Soil Testing**

- Provide healthy turf by testing soil samples annually or as determined by the Manager. Immobile nutrients such as phosphorus, calcium, and magnesium will be applied at the time of aeration and rates will be driven by soil and water test results. Soluble products like gaseous, petroleum, sulfur, and recommended micronutrients will be applied during the course of normal fertilization operations.

**Top Dressing**

- Implement as aggressively as possible. Targeted annual depth will be 1/2" of sand based materials applied incrementally not to exceed 1/8" per application. Sand particle size should fall within the medium specifications not to exceed two times in size. Organic material should comprise at least 10% of the mix. Top dressing will be combined with cultivation operations whenever possible.

**Overseeding**

- Maintain healthy, vigorous, and dense condition of turf. Perform on an as needed basis in spring or summer; but perform full scale operation in the fall. Throwing or bare areas are priorities. Pre-germinated seed may be utilized when appropriate for quick coverage. Seed will be utilized at a last resort in areas where excessive use prevents establishment of turf from seed.

**Parks and Other Sites**

- **Frequency:** As needed
- **Timing:** March to November (Growing season)

**Athletic Facilities**

- **Frequency:** As needed
- **Timing:** March to November (Growing season)

**Golf Courses**

- **Frequency:** As needed
- **Timing:** March to November (Growing season)

**Greens**

- **Frequency:** 2x per month
- **Timing:** June - August

**Tees**

- **Frequency:** As needed
- **Timing:** March to September

**Fairways**

- **Frequency:** As needed
- **Timing:** March to October

**Grounds (continued)**

- **Frequency:** 2x per month
- **Timing:** June - August

**Tees**

- **Frequency:** As needed
- **Timing:** March to September

**Fairways**

- **Frequency:** As needed
- **Timing:** March to October
Johnson County Parks

Key Map

OVERALL STATISTICS

TOTAL AREA BY MAINTENANCE MODE:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Acres</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>931.80</td>
</tr>
<tr>
<td>2</td>
<td>449.38</td>
</tr>
<tr>
<td>3</td>
<td>463.02</td>
</tr>
<tr>
<td>4</td>
<td>301.38</td>
</tr>
<tr>
<td>5</td>
<td>7,749.03</td>
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</table>

Agency Total Acres: 9,894.51 acres
Agency Total Property Acres: 10,866.55 acres
Total Paved Surface Acres: 250 acres

TOTAL LENGTH OF TRAILS BY TYPE:

- Equestrian: 19.94 miles
- Hiking: 25.91 miles
- Mountain Bike: 11.54 miles
- Multi-Use Paved: 52.50 miles
- Cross Country: 2.01 miles
- Closed: 0.45 miles

Agency Total: 112.35 miles
### Dam & Spillway Inspection Checklist

**Name of Dam**

**County**

**Reason for Inspection**

**Permit No.**

**Identification No.**

**Weather**

**Pool Elevation**

**Inspector(s)**

**Owner**

**In Co. Parks & Recreation District**

**Owner’s Address**

**Legal Description**

**Purpose of Dam**

**Hazard Class**

**Date**

**Date of Last Inspection**

Place a check in applicable column.

- **A** - Immediate Action Needed
- **Y** - Yes / Condition Present
- **N** - No / Condition Not Present
- **NA** - Not Applicable

(Note: "A" or "Y" notation requires explanation.)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NOTATION</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td><strong>A. EMBANKMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Crest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Visible settlement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Longitudinal cracking?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Transverse cracking?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Adequate vegetation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Rodent burrows?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Trash/Debris?</td>
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<td></td>
</tr>
<tr>
<td>g. Erosion?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Trees present?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Paved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Playground Safety Audit Forms

#### Background Information

**Play Area:**

**Date:**

**Expt Type:**

**Audited By:**

**Intended User Age:**

#### General Environment

1. **Category of Playground:** (check all that apply)
   - Community Park
   - Public School
   - Childcare Center
   - Neighborhood Park/Tot Lot
   - Private School
   - Other:

2. **Equiment Inventory:** (indicate the number of equipment pieces that exist)
   
   - **A. Composite Structures**
   - **B. Freestanding Expt**
   - **C. Site Amenities**
   - **stairways/step ladders**
   - **swings (to-hi)**
   - **benches**
   - **stairways/step ladders**
   - **rotating swings**
   - **tables**
   - **rigid climbers**
   - **seasaws**
   - **water fountains**
   - **flexible climbers**
   - **slides**
   - **bicycle racks**
   - **decks/platforms**
   - **rigid climbers**
   - **swivel chair parking**
   - **play panels**
   - **flexible climbers**
   - **signs (safety)**
   - **slides**
   - **upper body expt**
   - **litter bins**
   - **sliding poles**
   - **rocking sept**
   - **fencing**
   - **horizontal ladders**
   - **mercy-go-round**
   - **accessible route**
   - **horizontal rings**
   - **spinner (< 20' D)**
   - **to play area**
   - **track rides**
   - **sand play area**
   - **other**
   - **crawt tunnels**
   - **backhoe digger**
   - **other**
   - **clatrer/other bridges**
   - **play panels**
   - **ramps**
   - **stepping pocks**
   - **ramp transfer stations**
   - **net climber**
   - **roofs**
   - **other**
   - **other**
   - **other**

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THANK YOU!