

**City of Mission  
Special City Council Meeting  
Wednesday, May 27, 2020  
5:30 p.m.**

This meeting will be held virtually via Zoom.  
Information for the public on how to participate  
will be available at [missionks.org/calendar](https://missionks.org/calendar) prior to the meeting.

**AGENDA**

1. Mission Parks and Recreation Facilities Reopening Plan and Operational Controls
2. Adjournment



6090 Woodson Road  
Mission, KS 66202  
(913) 676.8350  
[www.missionks.org](http://www.missionks.org)

**NOTICE OF SPECIAL GOVERNING BODY MEETING**  
**OFFICE OF THE CITY CLERK**  
**MISSION, KANSAS**

TO: Ronald E. Appletoft, Mayor

You are hereby notified that there will be a special meeting of the Governing Body at 5:30 p.m., Wednesday, May 27, 2020 at Mission City Hall, 6090 Woodson for the purpose of considering the following item:

1. Mission Parks and Recreation Facilities Reopening Plan and Operational Controls

Witness my hand and the seal of said city this 21st day of May 2020.

State of Kansas        )  
Johnson County ss. )  
City of Mission        )

DocuSigned by:  
*Audrey McClanahan*  
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Audrey M. McClanahan, City Clerk



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Mission, KS 66202  
(913) 676.8350  
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## NOTICE FOR SPECIAL GOVERNING BODY MEETING

**TO:** Ronald E. Appletoft, Mayor

You are hereby requested, in accordance with K.S.A. 14-111, to call a special meeting of the Governing Body of Mission, Kansas, to be held at Mission City Hall, 6090 Woodson at 5:30 p.m., Wednesday, May 27, 2020 for the purpose of discussing the item listed below:

1. Mission Parks and Recreation Facilities Reopening Plan and Operational Controls

Dated this 21st day of May 2020

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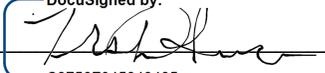
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Councilmember

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*Ken Davis*  
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Councilmember

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Councilmember

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	May 27, 2020
<b>Administration/Parks &amp; Recreation</b>	From:	Laura Smith/Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Mission Parks and Recreation Facilities Reopening Plan and Operational Controls

**RECOMMENDATION:** Review and approve a reopening plan for Parks & Recreation facilities including the Community Center.

**DETAILS:** Following approval of Resolution 1049 on May 13, 2020 which outlined the City's general reopening and recovery plan for City facilities, programs and services, staff committed to preparing and recommending a more specific plan for parks and recreation and municipal court.

The focus of the May 27, 2020 Special City Council meeting will be on parks and recreation facilities and programs as many of these are included in Phase II of the state-wide recovery plan that became effective May 22, 2020.

Included in the packet are two memorandum and matrices which detail the various recommendations and protocols to be implemented upon final Council approval. The list, particularly as it pertains to operation of the Community Center is comprehensive and was developed with input from staff (including full-time parks and recreation staff), survey of other metro communities with similar facilities, guidance provided by state resources, and reference to other professional organizations.

Consistent with other COVID-19 recommendations to date, this reopening and recovery plan lags behind the timelines allowed by the state. This is intentional and based on our belief that each phase and transition will require extensive planning, staff training, and patron communication and education in order to implement safely and effectively.

A member survey specific to the reopening of the Community Center was distributed on May 21, 2020 and results will be compiled and presented during the meeting. The survey was designed to gauge member's overall comfort with our facility's reopening as well as their feelings about reopening of other businesses and activities. The survey is intended to help provide insight into how we might anticipate our members' plans to come back.

**CFAA CONSIDERATIONS/IMPACTS:** The City seeks to establish policies and practices that ensure the delivery of essential services and programs while also taking steps to protect the health of our residents, businesses, visitors and employees in the midst of a public health crisis.

Related Statute/City Ordinance:	
Line Item Code/Description:	NA
Available Budget:	NA



## MEMORANDUM

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**DATE:** May 21, 2020  
**TO:** Laura Smith, City Administrator  
**FROM:** Penn Almoney, Parks & Recreation Director  
**RE:** COVID-19 Recovery - Parks & Recreation Reopening

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### BACKGROUND

As the City, County, and State move through reopening and recovery plans amidst the COVID-19 pandemic, much attention has been given to parks and recreation facilities. A thorough evaluation and analysis of Mission's ability to re-open the Community Center and other parks amenities has taken the following into consideration:

- Health and safety of patrons and guests
- Health and safety of staff
- Quality of the experience
- Financial impacts
- Perception of safety
- Staff ability to consistently implement safety/sanitizing procedures
- CDC guidelines
- Governor Kelly's Ad-Astra: A Plan to Reopen Kansas
- Industry guidelines and direction
- Neighboring communities' plans and recommendations

A careful and systematic approach to the potential impacts in each area of operations yielded the attached documents for your review and consideration:

- MISSION PARKS & RECREATION COVID-19 REOPENING PLAN
- COMMUNITY CENTER COVID-19 REOPENING PLAN

### MISSION PARKS & RECREATION COVID-19 REOPENING PLAN

This reopening plan matrix was constructed using the phases outlined in Governor Kelly's "Ad Astra: A Plan to Reopen Kansas" as a starting point. In addition, where appropriate, a more conservative approach to reopening and recovery has been recommended to align with the goals and objectives of our Governing Body.

The intent of this matrix is to communicate responsibility in safeguarding people. It contains detailed operational information for each park facility or amenity outside of the Powell Community Center, which is addressed in a separate matrix.

## **MEMORANDUM**

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The specific recommendations for various facilities include:

- Handball Courts - reopen Phase 4/Phase Out
- Tennis Courts - never closed/remain open throughout
- Outdoor Pool (MFAC) - will not open for 2020 season
- Sprayground - opens Phase 3
- Playgrounds - reopen Phase 4/Phase Out
- Park Rentals - reopen Phase 4/Phase Out
- Park Restrooms - reopen Phase 4/Phase Out

Cleaning and sanitation protocols have been adopted and will be implemented at the Sprayground and park restrooms and playgrounds once they reopen. Social distancing will be emphasized at every location. Signage at parks, park facilities, kiosks and messages on social media channels will be consistent to eliminate confusion and create a strong central message of expected and appropriate behaviors.

Additional operating guidelines or actions are included in the matrix.

### **COMMUNITY CENTER COVID-19 REOPENING PLAN**

This reopening plan matrix was also constructed generally relying on the phases outlined in Governor Kelly's "Ad Astra: A Plan to Reopen Kansas." The intent of this matrix is to communicate responsibility in safeguarding people specifically at the Powell Community Center. It contains detailed operational information for each area within the Community Center. Once adopted, key highlights will be reformatted to be shared with the public.

Enhanced cleaning and sanitation protocols will be implemented at the Community Center. Employees will be required to wear masks at all times, and gloves where appropriate. Patrons accessing the fitness facilities either for workouts or rentals will be asked to wear masks while moving about the facility (though may be removed while exercising). Social distancing will be encouraged and enforced where appropriate.

The Community Center matrix is comprehensive, and several key recommendations are highlighted here:

- Restricted age guidelines during phases
- Exclusive access for vulnerable populations
- Cardio equipment spacing and use in Phase 2
- Selectorized 3quipment spacing and use in Phase 2
- Free weight use in Phase 3
- Pool use in Phase 3
- Rental group access anticipated to return no sooner than July 1



## **MEMORANDUM**

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### **MEMBER SURVEY**

A member survey asking questions about feelings and attitudes toward COVID-19 impacts on the community was distributed on May 21. Responses will be presented during the Special Council Meeting on Wednesday, May 27.

### **SUMMARY**

The recommendations will be reviewed during the Special City Council meeting scheduled for Wednesday, May 27 at 5:30 p.m. to be held via Zoom. The Council will be asked to take action to approve the reopening plan.

\* DATES INCLUDED HEREIN MAY BE MOVED LATER (BUT NOT EARLIER), AS NEEDED, TO ALIGN WITH  
PUBLIC HEALTH RECOMMENDATIONS AND GATING CRITERIA

MISSION PARKS & RECREATION COVID-19 REOPENING PLAN- FINAL RECOMMENDATIONS				
Milestone	Phase One	Phase Two	Phase Three	Phase Four/Phase Out
<b>Estimated Date Range</b>	May 11	TBD based on gating criteria- no sooner than June 8	TBD based on gating criteria- no sooner than June 22	TBD based on gating criteria- no sooner than July 6
<b>Gatherings</b>	No Groups over 10	No Groups over 15	No Groups over 45	Maintain social distancing
<b>Cleaning and Sanitation Protocol</b>	N/A while closed to the Public			Follow CDC guidelines for cleaning and disinfecting; Clorox 360 equipment to disinfect playground and sprayground features daily
<b>Social Distancing</b>	Actively promote social distancing			
<b>Handball Courts</b>	Closed to the Public			Open
<b>Tennis Courts</b>	Open			
<b>Outdoor Pool (MFAC)</b>	Closed to the Public	<b>Will Not Open for the 2020 Season</b>		
<b>Sprayground</b>	Closed to the Public		Opening to public daily from 10A-6P; Have one guard gate keep; Limit to 10 individuals; 30 min limit if others are waiting; Waitlisting if demand warrants; Clorox 360 equipment used to disinfect daily	No longer staffed; Maintain 10A-6P hours of operation; Clorox 360 equipment used to disinfect daily
<b>Playgrounds</b>	Closed to the Public			Open; Clorox 360 equipment used to disinfect daily
<b>Rentals (Parks and Pavilions)</b>	Closed to the Public			Open and available with group limitations; Playgrounds open; Sport courts open; Park restrooms open
<b>Restrooms (Parks)</b>	Closed to the Public			Open

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<b>MISSION PARKS &amp; RECREATION COVID-19 REOPENING PLAN- FINAL RECOMMENDATIONS</b>				
Milestone	Phase One	Phase Two	Phase Three	Phase Four/Phase Out
<b>Estimated Date Range</b>	May 11	TBD based on gating criteria- no sooner than June 8	TBD based on gating criteria- no sooner than June 22	TBD based on gating criteria- no sooner than July 6
<b>Gatherings</b>	No Groups over 10	No Groups over 15	No Groups over 45	Maintain social distancing
<b>Youth Leagues Utilizing Parks</b>	Closed to the Public			Games and practices scheduled with 15 min buffer to prevent overlap of participants; Start times staggered where no more than half of the park/ field is changing over at any given time; Each field managed to not exceed mass gathering limitations; Follow Kansas Recreation and Parks Association (KRPA) recommendations for youth sports and league administration (as referenced in Ad Astra: A Guide to Reopen Kansas)

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Milestone	Phase One	Phase Two	Phase Three	Phase Four/Phase Out
<b>Estimated Date Range</b>	May 11	TBD based on gating criteria - no sooner than June 8	TBD based on gating criteria - no sooner than June 22	TBD based on gating criteria - no sooner than July 6
<b>Gatherings</b>	No Groups over 10	No Groups over 15	No Groups over 45	Maintain social distancing
<b>Hours of Operation</b>	Closed to the Public	Normal hours Mon-Sat; Closed 1-3PM weekdays for cleaning; Closed 11AM-1PM Sat for cleaning; Closed Sundays		Normal hours; Closed 1-3PM weekdays for cleaning; Closed 11AM-1PM Sat for cleaning; Open Sundays
<b>Admission</b>	Closed to the Public	Members scan their key tags; Patrons can purchase a Day Pass; Can pre-register for fitness classes or drop-in	Members scan their key tags; Patrons can purchase a Day Pass; Can pre-register for fitness classes or drop-in; Can reserve use for lap swim	
<b>Memberships &amp; Day Pass</b>	Closed to the Public	Membership fees continue to be suspended until pool is open; Discounted Day Pass (\$5); Open to both user groups so those who cannot afford memberships have access	Charge 25% memberships since amenities are limited but available (75% discount); Discounted Day Pass (\$5); Open to both user groups so those who cannot afford memberships have access	Day Pass charge (\$7); Membership fee TBD based on access to all amenities
<b>Cleaning &amp; Sanitation Protocol</b>	Staff continues to clean throughout the day; Concentrating on high touch areas, equipment and restrooms; Follow CDC guidelines for cleaning and disinfecting; Clorox 360 equipment to disinfect during closing times mid-day and night.			CDC guidelines for cleaning and disinfecting
<b>Social Distancing</b>	Closed to the Public	Actively enforce social distancing throughout facility; Stage equipment 6+ft apart; Flow of traffic one way in hallways; One entrance and one exit to the facility; Central stairway has staff stationed top and bottom to limit simultaneous access		Ease staff station assignments; Actively enforce social distancing through staff engagement, signage and equipment placement
<b>Staff Safety Precautions</b>	Modified schedule and eliminate shared work spaces	Require staff to wear masks; Directed to wash hands frequently; Not touch face and maintain 6+ft distance from patrons; One staff per station spread throughout facility; Staff directing flow of traffic and adherence to guidelines; Hand sanitizer throughout facility; 6ft+ social distancing floor queues; Smaller staffing impact than traditional staffing numbers; Signage throughout facility reminding of guidelines, available and restricted areas		
<b>Screening Questions</b>	Patrons, guests and vendors will be asked these screening questions upon arrival: Are you feeling well today?; Do you have a fever or symptoms consistent with COVID-19 (fever, cough, sore throat, muscle aches, lost of taste/smell)?; Have you been around persons with confirmed COVID-19?			
<b>Vendor Visits</b>	Vendors required to complete a symptom screening checklist; Require to sign a facility check-in log; Require to wear a mask and maintain social distancing while on the premises; Remind to clean their touch areas upon completion			
<b>Masks</b>	Closed to the Public	Require staff to wear masks; Require patrons to wear masks (may be removed while exercising); Require vendors to wear a mask; If patrons/vendors do not have a mask, one will be provided; Encourage rental group guests to wear masks, per CDC recommendations		
<b>Signage/Member Communication</b>	Closed to the Public	Require use of masks for patrons (may be removed while exercising); Social distancing, personal health and hygiene, essential items, flexibility and patience with changes; Closed areas clearly communicated via signage and emails to members		
<b>Age Restrictions</b>	Closed to the Public	Only 14+ yrs due to no child watch, no gym use, no racquetball and no pool availability	Open to 10+ yrs due to open swim, gym use, racquetball and pickleball availability	
<b>Time Limits (Cardio Equipment)</b>	Closed to the Public	30 min limit on cardio and any equipment when other patrons waiting; Message and stage Community Center so patrons come to work out only		

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<b>Vulnerable Population</b>	Closed to the Public	Not explicitly excluding vulnerable population; Message to use caution if you have specific medical or age-related needs; Survey is being sent asking for feedback on what time patrons would prefer vulnerable population has exclusive access to facility (2hr block/day)	Not explicitly excluding vulnerable population; Message to use caution if you have specific medical and age-related needs	Vulnerable population programs return; More fitness classes return specifically designed for vulnerable population
<b>Staff (Locations)</b>	Closed to the Public	One staff per location: Front door- welcome, direct flow and entrance to left side of south lobby, assist patrons as necessary; Front desk- accept payment, answer Q's about area availability, take reservations, direct to open areas; First floor elevator/locker room- control occupancy limits, direct flow; South Gym- direct flow, gate keep stairwell, answer Qs; Second floor cardio/ stairs- wait list for equipment, remind patrons to wipe cardio, clean & disinfect regularly; Second floor Selectorized equipment- answer Q's, monitor equipment use, remind patrons to clean, clean and disinfect regularly		
<b>Staff (Scheduling)</b>	Closed to the Public	Using When2Work, a cloud-based scheduling solution; 24 shifts/day; 4 hour shifts; Priority given to those who are dynamic with customers and have consistent & open availability; Staff regularly cleaning area of responsibility		Maintaining scheduling standard; More shifts open with pool & Sundays opening; Staffing levels increase to include a station as social distancing gate keeper on pool deck and in locker room entrances
<b>Staff (Training)</b>	Closed to the Public	Done virtually through 'blended learning'; Brought on site one week prior to opening in groups of 9 or less with social distancing and PPE; Proper cleaning & sanitizing done; Virtual ALL IN staff training on Thu, May 19; Schedule groups of 9 on site for specific area-focused training; Blended learning for lifeguards; Most of Mission's lifeguard certifications were extended through September		Staff training restrictions loosen/enlarge and include social distancing measures
<b>Cardio Equipment</b>	Closed to the Public	Every other machine closed; If demand warrants, machines may be moved to gymnasium as overflow; Staff stationed to gate keep social distancing, use and cleaning		
<b>Child Watch</b>	Closed to the Public			
<b>Congregating Areas</b>	Closed to the Public			
<b>Cycle Studio</b>	Closed to the Public	Cycles separated 6+ft apart; Fitness instructor gate keeps for classes		
<b>Elevator</b>	Closed to the Public	One person on the elevator at a time		
<b>Entrance (North)</b>	Closed to the Public			Access to facility and amenities eased to utilize both North and South entrances
<b>Entrance (South)</b>	Closed to the Public	Open to the Public; Staff stationed to open and clean; One entrance and one exit; 6+ft line floor queues		Access to facility and amenities eased to utilize both North and South entrances
<b>Food/Beverage Services</b>	Closed to the Public	Services provided in conjunction with rental requests are suspended; Vending machines accessible; Wipes available for vending key pad cleaning; Vending machines disinfected during mid-day and evening cleanings		

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<b>Gatherings</b>	No Groups over 10	No Groups over 15	No Groups over 45	Maintain social distancing
<b>Free Weights</b>	Closed to the Public		All but 2 benches are removed; 3 socially distanced areas marked by 6+ft floor queues; Staff stationed to gate keep social distancing, use and cleaning	
<b>Group Exercise</b>	Closed to the Public	Reduced fitness classes (3 per day); Maximum 9 participants through phases; Still hosting virtual classes; Modified pay to instructors due to attendance restrictions; Enough time between classes to allow for cleaning and safe exiting without cross contamination; Monitor the desire of individuals to participate- i.e. vulnerable population; Monitor as many unique participants as possible so same patrons are not taking all available class times		Number of classes per week returns to previous standard (35); Participant maximum dependent on area location and 6+ft social distancing; Still hosting virtual classes; Enough time between classes to allow for cleaning and safe exiting without cross contamination; Monitor the desire of individuals to participate- i.e. vulnerable population; Monitor as many unique participants as possible so same patrons are not taking all available class times
<b>Gymnasiums</b>	Closed to the Public	Closed to the Public; Limited use for group fitness class of 9	No basketball or pickleball use; Fitness classes will be staged in North Gym w/ instructor monitoring use and gatekeeping standards; Cleaning immediately after class finishes; South Gym overflow of cardio equipment if demand warrants	Basketball and pickleball available if you bring your own equipment; Disinfecting backboards and nets after use finishes; Some cardio equipment overflow still in use if demand warrants
<b>Kitchens</b>	Closed to the Public		Sharing County Health Department standards for food handling with rental/reservation groups; Recommend rentals utilize pre-packaged foods for attendees	
<b>Locker Rooms</b>	Closed to the Public		No sooner than July 1; Pools open for lap swim; Patrons need showers to rinse prior to swimming; Social distancing to change clothes afterward; Limit 10 at any one time	Pool open; Shower access; Restroom access; Limit 20 at any one time
<b>Lounge</b>	Closed to the Public		Lobby access closed; Access through meeting rooms; NuStep machines (5) staged 10+ft apart for drop-in use	
<b>Pool Area</b>	Closed to the Public		No sooner than July 1; Limited to scheduled lap lane reservations; Added guard to gate keep social distancing standards (separate duties from guards being on stand/scanning)	Open swim with restrictions on bather load and deck seating; Lap lane drop in & reservations available
<b>Hot Tub</b>	Closed to the Public			TBD

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<b>Sauna &amp; Steam Room</b>	Closed to the Public			
<b>Personal Training</b>	Closed to the Public	One on one personal training is a quality of life decision for most of our patrons; Aerobics room is reserved exclusively for one instructor and one patron at a time; Instructor gate keeps social distancing and responsible for cleaning touch points at conclusion		
<b>Programs</b>	Closed to the Public	No sooner than June 19; Backyard Campout (in your own backyard) - June 19; Virtual Bingo - June 19; Modified Fitness schedule; Lego Camp the last week of June	Modified program schedule; Virtual version of scheduled programs when gathering restrictions prohibit original program design; Lego Camp the last week of June	Chess Camp; Youth Tech (video game design); Lego Camp; Sr Programs begin again (matinees, bingo, sr fitness)
<b>Rentals</b>	Closed to the Public	Open to rental groups that adhere to PCC policies and standards; Social distancing standards communicated prior to contract signing and during set up; Encourage rental group guests wear facemasks, per CDC recommendations, while in their designated rental spaces; No Party Room rentals due to small space and difficulty maintaining social distancing with children and activities; Smaller groups in Multipurpose Room (25), Breakout Room (24), C, D & E (aligns w/ gathering limits of phase), A & B (aligns w/ gathering limits of phase)		
<b>Breakout Room</b>	Closed to the Public	Can accommodate 24 w/ soc dist		
<b>Party Room</b>	Closed to the Public	Open for rentals; Space limited to groups of 14; Room safety guidelines outlined in reservation discussions as well as signed contract		
<b>Multi-purpose Room</b>	Closed to the Public	Quiet fitness classes like Yoga could use the space if demand warrants (can accommodate 24 w/ soc dist)		Open to rental groups, Am. Stroke Foundation plans to return to activity mid July (can accommodate 24 w/ soc dist)
<b>Room A</b>	Closed to the Public	Open to Room B to accommodate use (can accommodate 24 w/ soc dist)		Open to Room B to accommodate use (can accommodate 24 w/ soc dist)
<b>Room B</b>	Closed to the Public	Open to Room A to accommodate use (can accommodate 24 w/ soc dist)		Open to Room A to accommodate use (can accommodate 24 w/ soc dist)

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<b>Rooms C, D, E</b>	Closed to the Public	Closed to the Public; Room C limited use for group fitness class of 9		Room C- quiet fitness classes (Yoga) (can accommodate 35 w/ soc dist); Room D & E open to rental groups exclusively (Room D can accommodate 30 w/ soc dist; Room E can accommodate 30 w/ soc dist); C, D & E can accommodate up to 100 w/ soc dist but are limited to 45 per phased restrictions)
<b>Seating</b>	Closed to the Public	Removing benches throughout the facility and placing individual chairs 10+ft apart for social distancing and to limit congregation points		
<b>Selectorized Equipment</b>	Closed to the Public	Every other machine is removed from the selectorized alcove and placed along track (10+ft dist); Staff stationed to gate keep social distancing, use and cleaning		
<b>Stretching &amp; Toning Area</b>	Closed to the Public			Enter by the stairs and exit on the east side of track; 4 socially distanced areas marked by 10+ft floor queues; Staff stationed to gate keep social distancing, use and cleaning
<b>Track</b>	Closed to the Public			