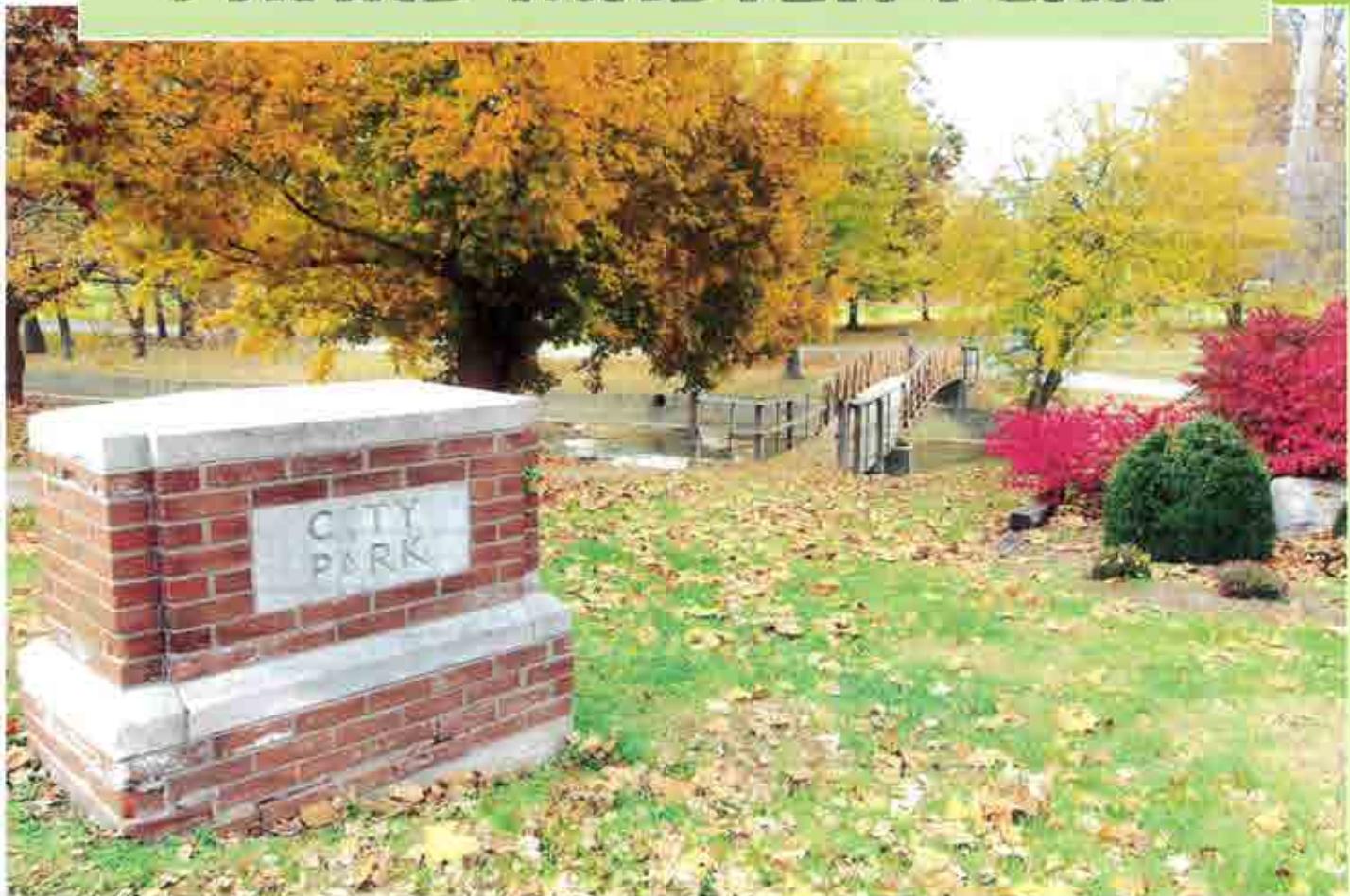


2014

PARKS MASTER PLAN



for the City of
Jackson, Missouri



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INTRODUCTION

STUDY PURPOSE AND SCOPE

Known as the "City of Beautiful Homes, Parks, Churches, and Schools," Jackson's expansive park system epitomizes the city's motto and draws residents and visitors to the park system year round.

With 215 acres of public park land, Jackson rates well above the national average in park area per person. Quantity of park land is only part of the equation of a successful park system. The quality of the City's parks affects the overall quality of living and contributes to the strong sense of family-oriented values in the community.

This Parks Master Plan (PMP) marks an exciting milestone for the City of Jackson and the evolution of its park system. Though Jackson has been investing in and providing stewardship of parks and greenways since its first acquisition of park land in 1933, this document is the first-ever comprehensive plan for our parks. The PMP is to guide future development of the park system by establishing a plan for each park within the system, ensuring a balance of organized sports, diversified leisure activities, and educational offerings that provide ample opportunities for residents of Jackson and visitors to the community to benefit from the park system as a whole. This plan should be considered a living document, reviewed and altered periodically as needed to project further into the future and reflect changes in lifestyle forecasts.



Figure 1. 1940 City of Jackson Map showing the City Park.

The purpose of this Plan is to advance the community's vision for the park system by:

- Documenting the existing system and the planning process;
- Identifying future park and facility needs as Jackson grows and evolves;
- Providing recommendations for each existing park and major facility;
- Discussing approaches to operating and sustaining the system;
- Providing criteria to prioritize recommendations and projects in the coming years; and
- Presenting an implementation plan.

The PMP planning committee generated a list of priorities which was considered principal to the development of this document. The list was based off of our experiences as citizens and employees and also the input of fellow City personnel.

1. Multi-use (pedestrian and biking) recreation trails
2. Restroom improvements
3. Swimming pool and/or splash pad improvements
4. Pavilion and playground improvements
5. Additional vehicular parking areas

BACKGROUND

As is the case in many cities which are located in rural areas, Jackson's park system serves not only the needs of City residents, but also a significant number of non-residents and local school districts. Jackson's parks range from those focused exclusively on specific team sports to those with varied opportunities for individual exercise and leisure activities, to acres of peaceful, green spaces and woodlands. The City of Jackson currently maintains five parks: Brookside Park, City Park, Football Park, Litz Park, and Soccer Park. Maps of all of these and more are included as **Appendix A**. This list will grow to include the Community Center, scheduled to be complete in spring 2015. Klaus Park is a sixth public park located within the City of Jackson. It sits along I-55 in the far southeast corner of the City and is owned and operated by Cape Girardeau County.

The offices of the City Parks and Recreation Department are located in a two-story brick structure in the City Park at 800 Stoneyledge Drive. The building provides office and meeting space for Park employees and storage space for equipment used in maintaining the City's park system. At 952 East Independence Street, a 4,000 square foot maintenance shed provides storage for additional park equipment and vehicles. Park staff includes the Director of Parks and Recreation and three full-time employees. Part-time employees are added during the summer months to assist with mowing and other maintenance.



Figure 2. Image of the Park Department headquarters in the City Park

The Park Board is an administrative board consisting of nine appointed directors who make recommendations and provide feedback to the Board of Aldermen regarding City park maintenance and improvements.

The 1998 City of Jackson Comprehensive Plan, utilizing a Department of Natural Resources standard for open spaces (2 acres per 100 persons) called for 24 acres of park land to be added each year through the year 2020 – the projected year the City would reach a population of 14,000. However, the U.S. Bureau of the Census estimated the City's population to be 14,180 in the year 2012, or eight years earlier than anticipated. The City's park system has grown by 42.5 acres since 1998, which is on par with the suggestion but below the DNR recommendation of 2 acres of open space for each 100 persons.

The 2009 City of Jackson Comprehensive Plan, utilizing a National Recreation and Parks Association (NRPA) recommendation of 10 acres of open space for every resident, indicates that the current park area exceeds this national standard. In either case, as the City continues to grow in population, it is important to add park land.

CURRENT EVENTS

There are a number of special events hosted in the park system on an annual basis. While this is an impressive list, there is also room for expansion, particularly at Brookside Park and Litz Park.

- March
 - Jackson Area Organized Soccer (Soccer Park)
- April
 - Jackson Area Youth Football (Football Park)
 - Kelly Miller Circus (City Park)
 - Park Day (City Park)
 - Square Foot Gardening (Litz Park)
 - Men's Softball League (City Park, through August)
- May
 - Planet Hubble Creek (City Park)
 - Jackson Youth Baseball League (Brookside, City, and Litz Parks, through July)
 - Jackson Youth Softball League (Brookside, City, and Litz Parks, through July)
 - Farmer's Market (City Park, through October)
- June
 - Rock in the Rock Garden (City Park)
 - Municipal Band Concerts (City Park, through August)
- July
 - Independence Day Celebration (City Park)
 - "Explore Your World" Summer Youth Program (City Park)
 - Homecomer's 5K and Children's 1 Mile Run (starts at City Park)
- August
 - Movie in the Park (City Park)
 - Jackson Area Organized Soccer (Soccer Park)
 - Jackson Area Youth Football (Football Park, through October)
- November
 - Rainbow Trout Fishing Program (City Park)
- December
 - Lights of the Season (City Park)
 - "Make a Joyful Noise" Holiday Celebration (City Park)



Figure 3. Participants of the Children's 1 Mile Run



Figure 4. Image from the 2012 Mud Volleyball Tournament at the Independence Day Celebration

FUNDING SOURCES

The City of Jackson has experienced challenging times in the recent past, with limited funding and staffing levels. Funding for the operation and maintenance of the park system primarily comes from a property tax levy of 12¢ per \$100 of assessed real estate and personal property valuation. An additional small amount of revenue comes from user fees for pavilion rentals. Other taxes and investments put the 2014 anticipated Parks and Recreation Department revenue at \$348,918.

2014 Anticipated Park Dept. Revenue

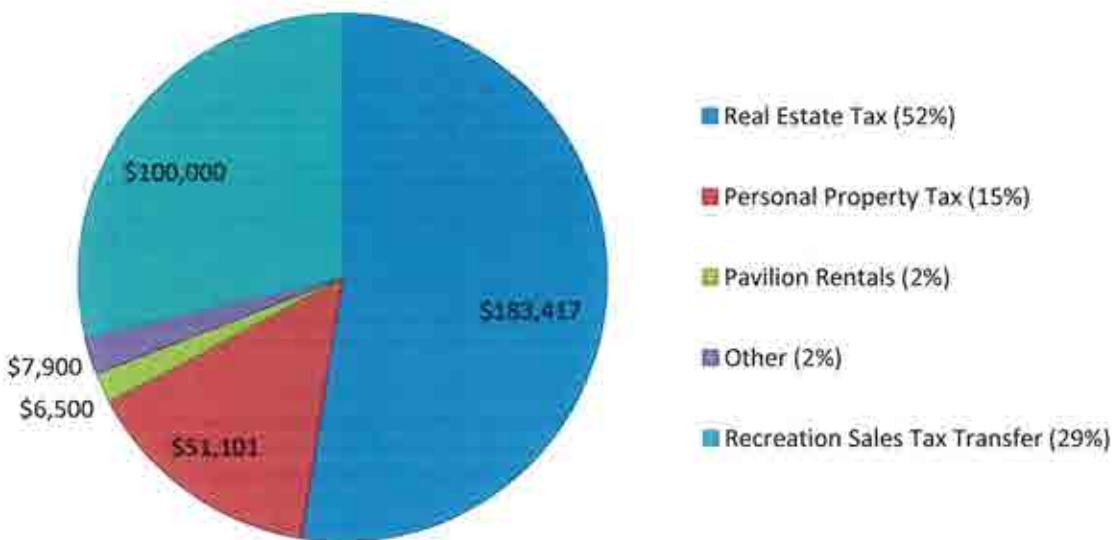


Figure 5. Pie graph showing a breakdown of the \$348,918 Parks Department funding sources for 2014

Previously, the City would use electric generation and distribution surplus income to cover any shortfall from the tax levy. That stopped in 2012 with the passage of a ¼¢ sales tax increase to be used towards parks and recreation and with the promise of a new Community Center. Construction of the Community Center is estimated to be \$5 million and will be paid by Southeast Missouri Medical Center, Inc. and other contributors.

Yearly revenue from the sales tax is expected to be approximately \$500,000 and will be divided up between three entities: the operation of the community center (70%), the parks and recreation department (20%), and the swimming pool (10%). The majority of the revenue is staying in the Recreation Sales Tax account in an effort to create a fund balance for the operation of the Community Center, which is estimated to be \$350,000 per year. A small amount, to be determined annually, will also be devoted for park improvement projects as decided upon by the Park Board. It is possible that the distribution of these monies will be reallocated once the actual cost of operation has been determined. No additional revenue is expected to be generated as a result of the Community Center until at least the year 2016.

FUNDING SOURCES - CONTINUED

Although it is located in the City Park, the city swimming pool is operated separately under a recreational development fund. The annual cost of operating the swimming pool is approximately \$127,000 and was also partially funded using electric surplus. Going forward, it will be funded using the recreation sales tax and user fees. The pool is staffed with temporary summer employees, including a pool manager, assistance manager, and lifeguards. Yearlong maintenance of the pool is performed by staff from the power and water plant.

Expenditures for the Parks and Recreation Department come in at \$367,549 or 105% of the revenue. It is therefore impossible to rely on current funds to make improvements to the park system. It will take substantial sources of new revenue such as a greater sales tax base from new businesses to implement all elements of the PMP.

2014 Anticipated Park Dept. Expenditures

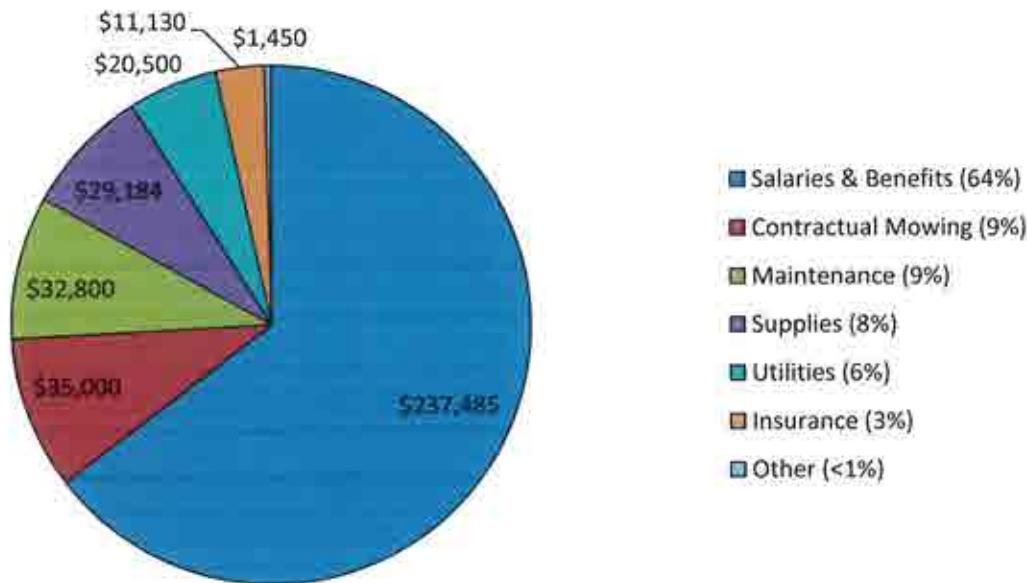


Figure 6. Pie graph showing a breakdown of the \$367,549 Park Department expenses for 2014.

Instead of waiting around for new businesses to open, there are some creative ways to obtain more funds. Finding adequate funding to pay for the desired park system improvements requires a strategic approach, maximizing use of existing sources and leveraging new and alternative resources and partnerships. The funding strategy includes resources that can be leveraged for capital projects and park system operations and maintenance, and comprises strategies to:

- Maximize use of Community Center program fees and rental charges;
- Target grant opportunities;
- Increase partnerships and community support;
- Create a park impact fee; and
- Maximize use of existing funding.

FUNDING SOURCES - CONTINUED

Maximize use of Community Center program fees and rental charges

The Community Center is expected to be used extensively for fitness, recreation, theatrical, and other ongoing programs. It will also be a new venue for individuals and organizations to host parties, meetings, weddings, and other gatherings. A reasonable fee schedule needs to be established in order to generate revenue from these programs and rentals.

Target grant opportunities

Develop a "Wish List" to identify philanthropic opportunities that align with these needs. Once identified, aggressively apply for grant funding.

Increase partnerships and community support

Consider expanding and formalizing a volunteer program to include recruiting, training, retaining, and rewarding volunteers in all program areas. Create an annual "Sponsorship Manual" listing all the opportunities for the year and distribute within the community in a menu format that creates a sense of urgency within the business community. Create Intergovernmental Agreements (IGAs) with the local schools for use of fields, gyms, and multipurpose spaces. Explore the possibility of promoting an adopt-a-park program to help with park maintenance, beautification, and civic pride. The annual City Park Day is a successful endeavor that should be continued and expanded upon.

In 2013, the City developed a policy regarding donations to the park system. The full policy is included in this document as Appendix B.

Create a park impact fee

Jackson should leverage the potential of development resources to help pay a fair share of impacts to the system. Currently, developer sources account for 0% of the total contribution to park capital projects. A park impact fee is a one-time assessment on new development to cover a portion of the cost for providing new parks, trails and natural areas as a result of the development. A fee can also be applied to the square footage of new commercial development. The fee can be used in conjunction with a new land dedication ordinance (combined), or as a stand-alone tool for paying for new parks and facilities. To be defensible, the fee should be carefully calculated based on the impact of new development and anticipated growth, and tied to needs expressed in the PMP.

Maximize use of existing funding

The City's current budgeting system does a great job of tracking the performance of different City divisions. A large percentage of the Parks budget will come from the newly passed $\frac{1}{4}\%$ sales tax. Maximizing how resources from this fund are used will free-up funding for other needs and help offset the need to draw on other sources of funding. The City should implement a comprehensive set of strategies to achieve this end, drawing on recommendations contained in the Parks Plan. Some of these strategies include:

- Improving work and cost tracking;
- Revising maintenance effectiveness measures;
- Leveraging partnerships and volunteerism;
- Prioritizing maintenance resources; and
- Prioritizing projects that reduce operating costs.

IMPLEMENTATION

Because Jackson already has a substantial existing park system, maintenance of all parks should be a primary ongoing goal. Existing facilities and equipment should be maintained in top shape with a focus on cleanliness, safety, and comfort of park patrons. Areas of concern should be addressed expediently in order to maintain the reputation of high quality of Jackson's parks.

As new parks and facilities are added, planning should be based on the usability of the feature, overall aesthetics, ongoing maintenance requirements, and accessibility. The proposed placement of new restrooms and pavilions was based off of accessibility to existing utilities. When equipment is added, care should be taken to ensure that the equipment is safe, comfortable, and meets the needs of the park visitor in a way that enhances their park experience.

Transportation within the park should accommodate cyclists and pedestrians to a high degree. The easiest way to create trails that connect a park system is along waterways (30' away from the high bank), particularly where a small stream flows into a larger creek and both are flanked with trails. A map of area creeks and proposed trails is included as **Appendix C**.

Vehicular access within the parks should be designed as constrained driving lanes with very low speed limits to help lessen "cut-through" appeal and speeding within the parks. Parking lots should be well landscaped to enhance the park environment and provide shade within the parking lot, rather than break up the parks with unrelieved seas of concrete or asphalt. Overflow parking areas for large park events should be grass or hardened grass (permeable pavers).

All trails, sidewalks, parking, and other park infrastructures need to be designed per ADA (Americans with Disabilities Act) accessibility standards. Brookside Park, in particular, needs handicap access at the Veterans Wall which can be granted via a switchback ramp or, as proposed in this Plan, park drives and a parking lot leading directly to the Wall. Standards for park facilities such as playgrounds, picnic tables, benches, and others are included as **Appendix D**.



Figure 7. Park and playground equipment at the City Park

IMPLEMENTATION - CONTINUED

This Plan identifies a wide range of needs and wishes for new and improved parks facilities and the first step is to identify the priorities. A successful outcome to a master planning process requires prioritization of the program that reflects a consensus among the community and decision makers.

Each project should be assigned a high, medium, or low priority. In general, the higher priority projects respond to the following factors:

- Protection of public health, safety, and welfare: Examples include children's play equipment replacement to meet current safety standards;
- Preliminary steps to a larger goal: Further planning is necessary for implementation of many projects;
- Projects with a ready source of funding;
- Fundraising efforts to cover land acquisition, construction and ongoing operations and maintenance costs: Many of the large projects will require substantial fundraising efforts including some sort of voter initiative, a process that requires substantial time and effort; and
- Projects identified as high priority by a community survey or other needs assessment findings.

The phasing is generally reflective of the priorities, but does not correspond precisely. For example, construction of a high priority project such as a new swimming pool will not likely be feasible for a decade or more due to the high capital costs. This PMP optimistically includes a splash pad, city-wide interconnecting trails, and new lake, fully realizing that these projects may not be underway until sometime after 2023.

Conversely, early sequencing of some lower-priority projects may be desirable. Examples include "low-hanging fruit" projects that are low cost or that have a ready source of funding, such as additional planting and trail sections in existing parks.



Figure 8. A partially complete trail section in the City Park. The paving of this project could be considered a "low-hanging fruit" project.



Figure 9. Image of a splash pad, an example of a low priority project

PARK SIGNAGE

Jackson's park logo was designed in recognition of long-standing member of the Jackson Park Board, Vera Wagner, who passed away in 2002. It has been copyrighted and with the adoption of this PMP, will be the official City of Jackson Parks and Recreation logo for use on all future signs, banners, or other visual aids in the park system. The logo can be altered to include the specific name of the park along the bottom or can be left blank for generalized signage.



Figure 10. The City of Jackson Parks and Recreation logo

A good park signage system performs multiple functions: it provides effective information and direction for people to find their way around the park; communicates park rules; encourages learning experiences; and establishes a common, recognizable image of the park system. As the park system grows and improves, it is important to consider the following types of signs along with every new project. Signage projects may be considered low priorities, but could also be considered easily achievable, inexpensive goals.

Gateway Signs

To ensure a cohesive park system, gateway signs of similar design should be added at all new and existing unsigned park entrances. Existing gateway signs should be replaced with signs which conform to the standard as needed. In the case of a historic gateway sign or existing gateway sign of an otherwise significant nature, these signs should be maintained as additional gateway signs. All new and replaced park gateway signs and trail signs shall contain the park system logo. The new Community Center will have an intricate, concave stone gateway sign that was designed along with the building. It is recommended to adopt the design of this sign as the standard gateway sign for the entrance at all City parks.

PARK SIGNAGE – CONTINUED

Directional Signs (internal and external to park sites)

Posting directional signs intermittently along trails and other park walkways will ensure that visitors have a clear sense of where they are going. These signs are especially important in areas that are farther away from park entrances or recreational areas, since they will make visitors feel more secure about their surroundings. Way finding signs at high-traffic intersections are also a useful tool for directing non-citizens to our city parks.

Park Maps

Maps of the layout of the park are essential for making sure that visitors become oriented quickly to their surroundings. The map should clearly illustrate where the visitor is standing via a “you are here” indicator. Make sure that the map has information about the entire park, including trails, park boundaries and nearby streets, and include an enlarged map section of the nearby area that highlights points of interest. Maps should be located at park entrances and along park pathways, which will help increase visitors' knowledge of and interest in the park.

Street Signs

The Manual on Uniform Traffic Control Devices (MUTCD) allows street sign backgrounds to be green, blue, brown, or white. Signs with a brown background and white legend are typically associated with parks, recreation, and historic sites and would be a nice touch to street signs in Jackson parks, especially if they also included the logo.

Streetlight Banners

Banners along a series of light posts add a welcoming touch to the park system. The banners should include the Park logo and a welcoming message, or they could be used a fundraising system in which we would allow Jackson businesses to purchase a banner, add their artwork or logo, and place it on a streetlight pole within a park.

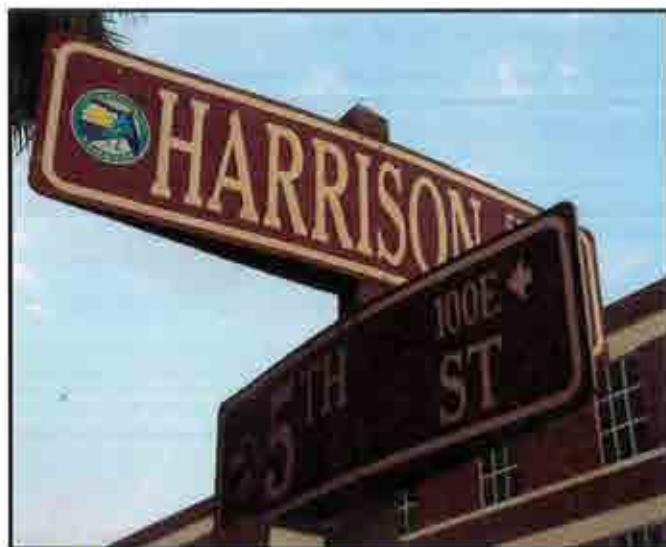


Figure 11. An example of brown street signs.

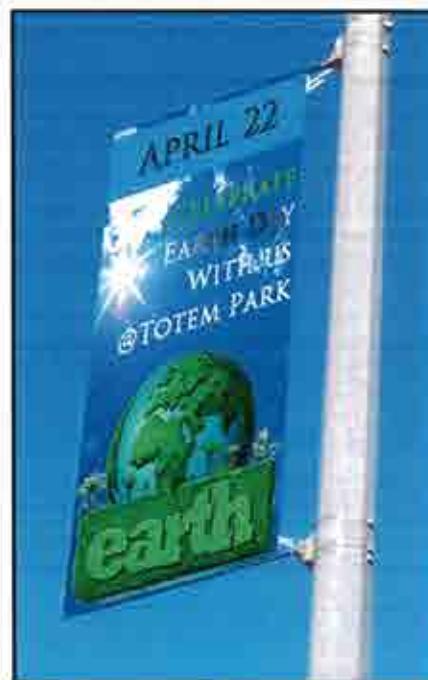


Figure 12. An example of a streetlight banner.

EXISTING PARKS

BROOKSIDE PARK

Improvements:

- * Expansion of Veterans Memorial Wall
- * Lake
- * Botanical Garden
- * New ball fields/parking lot
- * New pavilions/restroom
- * Nature Trail
- * Park Roads
- * Interconnecting Trails
- * Gateway Sign



Figure 14. Location map of Brookside Park.

Brookside Park consists of 41.8 acres just off North High Street, with access from Brookside Drive and Veterans Memorial Drive. The park is bounded on the east by Greensferry Road, extends to East Independence Street on the south and backs up to the single family residential properties on Goodson Drive along its northern boundary. Individual maps of this park and all others can be found in Appendix E.

Brookside Park currently features two boy's baseball fields, a 1,100 square foot pavilion, restrooms, the impressive Veterans Memorial Wall, and a number of acres of manicured green space fringed by a wooded area near Greensferry Road. With the large amount of undeveloped green space and adjacent wooded area, this park is underutilized and open for further development. However, future overdevelopment of this park is also a concern so planning should remain sensitive to maintaining large areas of nature-scape that take advantage of the hillside location and beautiful view of the park from the upper levels.

The Veterans Memorial Wall in Brookside Park is the largest single memorial in Jackson, honoring local veterans of all American wars from the American Revolution to the present, and also veterans of active service from all branches of the military. With engraved marble panels extending 177 feet long by 6 feet high, it currently contains the names of over 2,400 veterans with ties to the Jackson area. The memorial was funded by the Veterans of Foreign Wars (VFW) and is comparable in quality (although in reduced size) to national war memorials. Names on the wall are purchased by families or individuals wishing to honor their veterans during or after their lifetimes.



Figure 15. Image of the Veterans Memorial Wall.

BROOKSIDE PARK - CONTINUED

An expansion of the memorial is planned due to the need to accommodate additional names. The VFW has an ongoing fundraising project to raise \$100,000 to add a second wing to the wall. This remarkable tribute should be showcased as a primary feature in this park and the memorial and its surroundings should be further developed as a place of reverence and reflection.



Figure 15. Image of a flagpole and tributes at Brookside Park

In 2009 the City of Jackson contracted with the Missouri National Guard to provide free earth-moving services to level an area for one or two future baseball fields. This area is located uphill from the Veterans Memorial Wall.

Beyond the expansion of the Veterans Memorial Wall and the additional baseball fields, the remainder of the park is recommended to be developed as naturescapes of various types with interconnected walking trails, an additional pavilion, a second restroom facility, and additional entrances.



Figure 16. Example of a naturescape



Figure 17. Example of a naturescape

BROOKSIDE PARK - CONTINUED

Along this line, the creation of a botanical garden is recommended in this park, with a modest beginning that can be expanded over time. Botanical gardens function as a center for conservation, education, and horticultural display. The nearest botanical gardens are the 79-acre Missouri Botanical Garden in St. Louis, Missouri and the 96-acre Memphis Botanic Garden in Memphis, Tennessee. Well-developed botanical gardens become cultural tourist attractions that bring in many visitors, tour busses, and local residents who help fund the ongoing maintenance through entrance fees, donations, partnerships, and volunteer efforts.



Figure 18. Example of a botanical garden



Figure 19. Example of a botanical garden

A second entrance from Greensferry Road will make the park more accessible to existing neighborhoods to the east. Douglas Drive should be extended from the Sunset Hills Subdivision as a narrow park road connecting to Hickory Street on the south and making the park more accessible to neighboring residential areas to the north and south.

Brookside Park is already connected to City Park via a semi-improved gravel walking trail under North High Street (Highway 61) along the west side of Hubble Creek. Widening and paving of this trail and the addition of overhead lighting through the isolated, wooded area will increase use of this connection for pedestrians and cyclists.

BROOKSIDE PARK - CONTINUED

Brookside Park should also be connected via a multi-modal recreation trail to the community center on East Deerwood Drive. A connection to Litz Park should be made as part of the master trail plan via a route through or along the boundary of the former Dick Laird farm (now owned by Jim Vangilder), or the Robert C. & Patricia Friederich acreage and then along Goose Creek. It is recommended that the City purchase the 2-acre lot currently owned by James Lehmann at 814 Greensferry Road.

To facilitate the increased use of Brookside Park, additional parking lots will be required mid-park and near the Greensferry Road entrance. Additional pavilions in this park should be of a more decorative design than a simply functional pavilion in order to provide focal points within the botanical garden.



Figure 20. Example of a decorative pavilion



Figure 21. Example of a decorative pavilion

Development in the southeast section of the park will be limited by the proposed construction of an electric substation near the Hickory Street right-of-way. This type of use of park land for utility infrastructure should be thoroughly screened from the remainder of the park to avoid being a detriment to the beauty of the park.

CITY PARK

Improvements:

- Interactive Fountain
- Restroom
- Improvements
- WiFi
- Picnic Areas
- Large Pavilion
- Interconnecting Trails
- Gateway Signs



Figure 23: Location map of City Park.

The City Park is the largest and most developed of the current parks in the City's park system. It was established as the first city park in 1933 from land which was part of the Linus Sanford property. It has expanded seven times between the years of 1956 and 1975 and now encompasses 87.6 acres between West Independence Street to the north and west and West Park Street to the south. North High Street serves as the eastern boundary of the park. The western boundary abuts homes on Elm Street and North Union Avenue. Hubble Creek bisects the park and provides a beautiful natural setting which is often enjoyed by local photographers.



Figure 22: Image of Hubble Creek

With an exposed bedrock bottom, children and families often enjoy viewing Hubble Creek life more closely by walking on the exposed bedrock or wading in the shallow pools. A retaining wall built in the 1950s using large limestone blocks channels 1,000 feet of the creek, with inset steps providing access into the creek bed. An arched wooden footbridge spans Hubble Creek near North High Street and provides pedestrian access across the creek at the east side of the park. Between Parkview Street and Cascade Drive, a paved low-water crossing provides a one-lane, rustic vehicular crossing except in times of flooding. Another low-water crossing that provides access to the park is located on West Mary Street.

CITY PARK - CONTINUED

The City Park provides a wide variety of activities and open spaces. The City's annual Independence Day celebration is currently the largest public event held in the City Park. This popular event draws residents and visitors to the car show, mud volleyball tournament, vendor booths, an evening municipal band concert, and fireworks display.



Figure 24. Mud volleyball at the Jackson Independence Day Celebration.



Figure 25. Another image from the Jackson Independence Day Celebration.

Some features in the park have been provided with the assistance of local service organizations and state agencies. At the north end of the park is Rotary Lake, a joint project between the City and the Missouri Department of Conservation. The 3-acre lake is aerated by a decorative fountain at its center and is stocked annually for fall and winter months with trout. A "Catch and Release" program extends from November 1 to January 31 and is followed by a "Catch and Keep" program which continues until all trout are harvested.



Figure 26. Rotary Lake at the City Park.

CITY PARK - CONTINUED

The Optimist Club remodeled the site of the first municipal swimming pool in 2009. Located on Stoneyledge Drive, this area includes a fenced playground sized for toddlers.

The municipal swimming pool, constructed in 1976, is located at the northeast corner of the park and includes a large asphalt parking lot. The outdoor pool and kiddie pool is open from Memorial Day to Labor Day and the City offers swimming lessons to all ages. Due to the extent of ongoing maintenance issues with the current swimming pool, consideration should be given to constructing a new municipal pool, possibly at the site of the new community center on East Deerwood Drive. If the pool is relocated, the current pool house could be redeveloped into a large pavilion and courtyard with an interactive fountain/splash pad. The fountain area should contain benches, tables, and attractive landscaping to encourage families with young children to linger. Since a restroom/changing area would also be necessary for this fountain, incorporation into the courtyard mentioned above should be considered. If the existing pool is to remain, additional water play features could be added to modernize the use of the pool.



Figure 27. The existing swimming pool at the City Park



Figure 28. Example of a splash pad

Safety City, a joint project between the City and the Optimist Clubs of Jackson, was developed in 1992 as an interactive miniature street system for bicycle safety instruction. Not currently used for bicycle safety classes, the facility is still a popular place for children to safely ride bicycles, tricycles, and other foot-powered toys.



Figure 29. Safety City at the City Park

CITY PARK - CONTINUED

Music also plays a recurring role in the City Park. The municipal band shell, located on Symphony Drive off of West Independence Street, is home to the Jackson Municipal Band, who provides free outdoor weekly concerts during the summer months. The band is funded by a municipal band tax. Additional summer music events include "Rock in the Rock Garden," small, weekly concerts during the month of June which are partially grant-funded by the Missouri Arts Council. Park programming should always strive to include a balance between sports, educational offerings, and cultural events.



Figure 30. Image from the "Rock in the Rock Garden" concert series



Figure 31. Image of the Jackson Municipal Band at the City Park

CITY PARK - CONTINUED

While the Rock Garden already includes terraces, current seating for the municipal band shell consists of a sloped lawn for lawn chair seating. Terracing of this seating area and the addition of curved retaining walls would create a true amphitheater, provide defined seating and help make the band shell more useful for additional events.

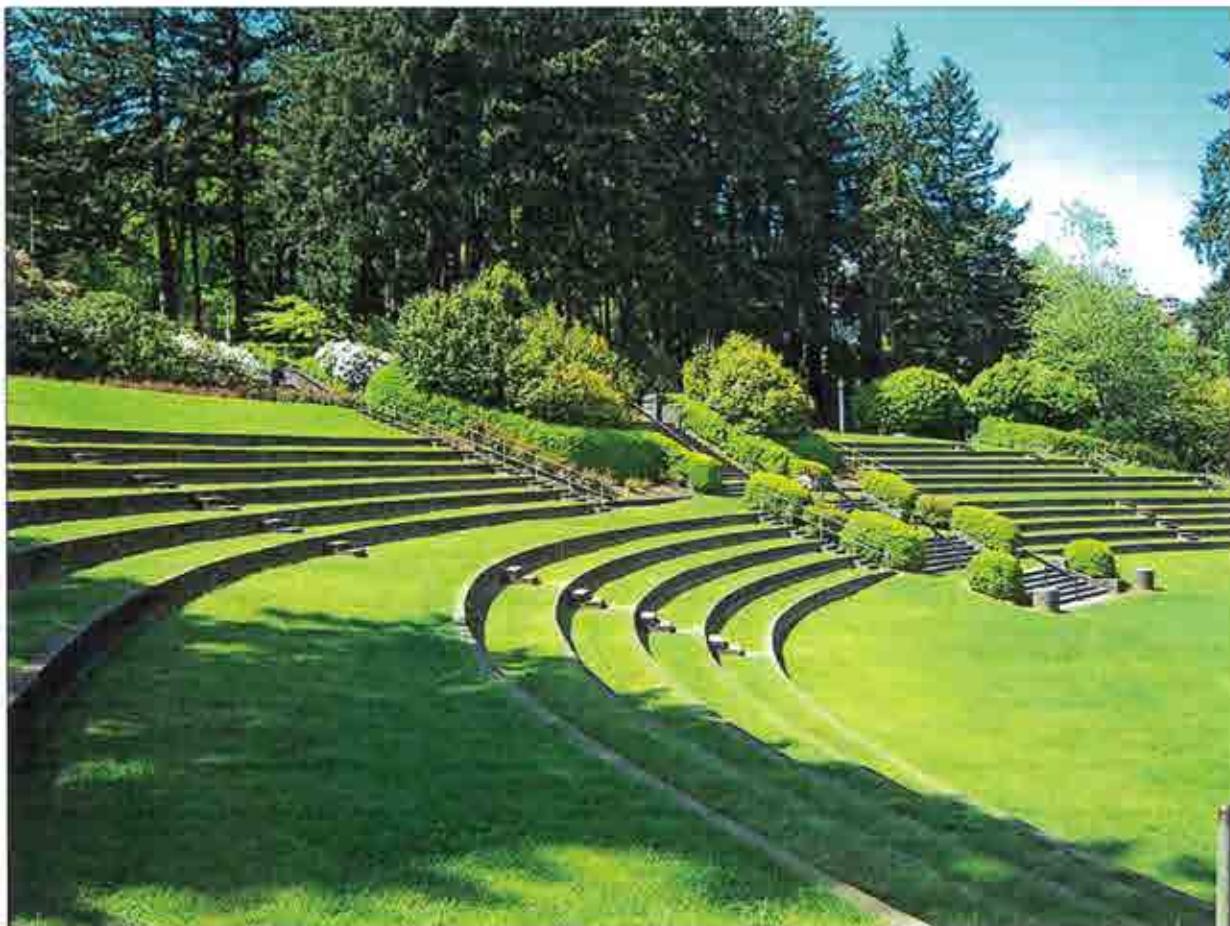


Figure 32. Example of terraced seating

Natural features in the City Park include wide open green spaces, a small rose garden in the islands of the swimming pool parking lot, and various plantings courtesy of the Master Gardeners in the terraced Rock Garden, which is a popular location for small outdoor weddings.

Large picnic areas and pavilions with electric hookups and water spigots should remain scattered throughout the park, with nearby parking available for large groups of cars. Individual picnic areas without water or electric should also be scattered throughout the park near various park roads. Comfortable benches should also be provided periodically along trails and near open green spaces which may be used for impromptu group games, snow sledding, or other spontaneous activities.

Due to the large usage of this park, a wireless internet connection is recommended which would allow park visitors to work or enjoy leisure internet access from the park setting.

CITY PARK - CONTINUED

Sports features in the park include: the American Legion Ball Field, located at the intersection of North Union Avenue and West Washington Street, and a ball field at the intersection of North Union Avenue and West Mary Street, both of which are used primarily for baseball and softball; three ball fields near the municipal pool used primarily by the girls' softball league; six tennis courts, some of which are also used by the Jackson High School Tennis Team; two outdoor basketball courts; and one sand volleyball pit. There is another ball field at the southern end of Stoneyledge Drive which is used for City Park functions via a usage agreement with the National Guard Armory. The north end of the park features a large gravel parking lot and skate park which the City installed in 2005.

Connectivity in this park includes a 6-foot wide asphalt quarter mile walking trail that circles the lake. This trail connects to the 1.5-mile Rotary Trail that winds through the northern portion of the park and connects to a sidewalk along West Independence Street. In 2005 a semi-improved gravel trail was constructed between City Park and Brookside Park and allows pedestrians to travel from park to park beneath the North High Street Bridge over Hubble Creek. Future improvements to this trail should include hard-surface or pervious pavement and lighting. A walking trail along the levee of Hubble Creek is currently being constructed as an extension of the City's master recreation trail plan. The low-water crossing bridge at West Mary Street should be upgraded to an attractive stone arch bridge with trails on each side.



Figure 53. Image of the Hubble Creek walking bridge at the City Park

FOOTBALL PARK

Improvements:

- Paved Parking Lot
- Permanent Concession Stand
- Additional Restrooms
- Lighting
- Interconnecting Trail
- Gateway Sign



Figure 33. Location map of the Football Park

The Jackson Football Park is located on West Jackson Boulevard. The northern portion of this 19.5-acre property was formerly used as the Jackson Soccer Park. Upon completion of the current Soccer Park, this property was converted for use by the Jackson Area Youth (JAYF) Football League. In 2008 additional acreage was acquired to the south of the existing park and additional fields and a second gravel parking lot off of Jackson Ridge Drive were added.

This park is focused solely on youth football and contains six fields used for practice and games. Bleachers for the fields were added in 2009. A lighted scoreboard was recently donated as an improvement to the park. Concessions at this park are sold from a small portable building and vending machines.

Improvements to this park to date have been primarily driven by JAYF through volunteer donations and volunteer labor with participation by the City.



Figure 34. Image of a new memorial scoreboard at the Football Park

FOOTBALL PARK - CONTINUED

Future improvements should include paving of the existing parking lots and the addition of permanent restrooms near the south parking area. A permanent concession stand should be added in conjunction with the permanent restrooms or with improvements to the existing restrooms. If expanded playing hours are needed, the addition of lights should be considered, with care given to preventing the over-illumination of existing homes in adjacent subdivisions.

Connectivity to the master trail plan could be achieved via a multi-modal trail along Rocky Branch Creek and by trail connections to existing sidewalks in Jackson Ridge Subdivision.



Figure 36. Image of a youth football game

LITZ PARK

Improvements:

- Emma Street/Vera Wagner Drive Connection
- Stone Arch Bridge
- New Pavilions/Restroom/Parking
- Disc Golf Course
- Interconnecting Trails
- Gateway Sign

The 37.7 acres of Litz Park are practically hidden between Ridge Road and Goose Creek at southern tip of Little Schumer's 2nd Subdivision. The park can currently be accessed by car via Vera Wagner Drive which terminates at an existing tennis court and pavilion or by pedestrian access by a footbridge at the cul-de-sac of Odus Drive. The T-Ball field is accessed from White Oak Street. The property for Litz Park was donated in 1979 by the Jack Litzelfelner, Sr. family from part of their original family "home place." The remainder of their original farm has been developed by the family into residential neighborhoods, the Bent Creek Golf Course, and their personal residences.

Litz Park is the least utilized of all City parks, and therefore is victim to more prevalent and ongoing acts of vandalism, particularly to the restroom. A proposed connection of Vera Wagner Drive and Emma Street will serve the dual purpose of providing much-needed vehicular connection between Ridge Road and City maintenance facilities in central Jackson and opening the area to visibility. Although the new roadway will effectively cut the park in two, the usability and perceived safety of the park will increase. Since the Emma Street/Vera Wagner Drive connection will not terminate on a highly trafficked street, it is believed that the traffic flow will not prohibit park users from being able to cross the street easily. This street connection is detailed in a 2007 study by Strickland Engineering, which also recommends a decorative stone arch bridge over Goose Creek which will be a significant aesthetic enhancement to the park.



Figure 36. Location map of Litz Park



Figure 37. Image of the Litz Park Pond sign

LITZ PARK - CONTINUED

Connectivity of this park should be via the Master Trail Plan to trails along Goose Creek and Ridge Road. Due to the difficult access to the t-ball field and planned extension of North Neal Street, it is recommended relocating t-ball activities to the proposed fields at Brookside Park. As the opportunities arise, it is also recommended purchasing adjacent lots around the park including the 2-acre parcel at the end of Howard Street, a 0.5-acre lot at 1006 North Street, and also 501 and 517 North Shawnee Street. Prior to the connection of Vera Wagner Drive and Emma Street, it is recommended that security cameras and additional lighting be installed to aid in the conviction of perpetrators of vandalism in this park.

Since the existing restroom is in poor shape, it is recommended that this restroom be demolished and replaced with a new facility with less destructible plumbing fixtures. Ideally, the new restroom should be located closer to the park pavilion and other amenities.

The relatively undeveloped nature of the majority of the park provides an opportunity to create a disc golf course. Disc golf has gained popularity in recent years and courses require little infrastructure to develop. If the popularity fades, the course can easily be reverted to other uses.



Figure 39. Image of a man playing disc golf



Figure 40. Image of Goose Creek which runs through Litz Park.
The restrooms can be seen in the background.

SOCCER PARK

Language elements

- * Playground
 - * Land Acquisition
 - * Drainage

Improvements

- Interconnecting Trail
 - Gateway Sign

The Jackson Soccer Park is located on South Farmington Road in the Jackson Industrial Development Company (JIDC) Industrial Park. In 2002, upon the initiative of the Jackson Soccer Park Association (JSPA) and through negotiation with JIDC and the City, 28 acres of land located in the floodplain of Hubble Creek was donated by JIDC to JSPA for use as a park, with the condition that detention for the partially developed industrial park be provided on the soccer park land. Funds were sought by JSPA from many sources, including a \$5,000 donation by the Rotary Club and various significant donations from local businesses and citizens. A detention lake was created, various size youth fields were graded, a gravel parking lot was installed, and a permanent brick restroom/concession building was built as an elevated structure in the floodplain in 2006. Construction of this park was initiated by a combination of volunteer donations and labor. The restroom/concession building was completed with City labor and funding.

Future improvements should include paving of the existing parking lot, field lighting, scoreboards for advanced teams, and a possible acquisition of additional property for expansion. Fields #8 through #11 are slated to be converted into one regulation-sized field with lights and scoreboards after an adequate strand of grass has been established.

The Soccer Park currently serves 50 youth league teams a year including the spring season, running March through April, and the fall season, which runs from August through September. The average enrollment of players is 650 in the spring and 620 in the fall.



Figure 42. Location map of River Park.



Figure 41. Image of a youth soccer game at the Soccer Park

SOCER PARK - CONTINUED

At the present time, one dire need of the park is an improvement to the existing asphalt trail which provides pedestrian access the fields. A portion of the trail and area surrounding it currently hold water, creating muddy and wet walking conditions for park users.



Figure 43. Image of the smaller fields at the Soccer Park.

Another need is the addition of a playground facility for the entertainment of young children who are in between games or who are siblings of soccer team members.



Figure 44. Example image of playground equipment

Connectivity to the master trail plan should be achieved via a multi-modal trail along Goose Creek. The City should pursue a rail-trail either as a Rails with Trails program (alongside the St. Louis Iron Mountain & Southern Railroad) or a Rails to Trails program if the opportunities arise.



Figure 45. Example image of a gravel trail along a railroad



Figure 46. Example image of a paved trail along a railroad

PROPOSED PARKS

DOG PARK

Improvements:

- Parking Lot
- Fence
- Benches
- Drinking Water
- Waste Receptacles
- Activity Features
- Daylight Hours Only
- Interconnecting Trails/Traffichead
- Gateway Sign

On the east side of North High Street, across from the Jackson North Industrial Park, lies ten acres of City-owned property. This property is regulated by the Army Corps of Engineers who required it to be set aside and planted with a large number of trees in order to mitigate development of the North Industrial Park. The tree planting was performed in 2012 and consisted primarily of bald cypress and redbud trees.

An easement for a future recreation trail extends through this property. The entire park is located in a flood zone and the majority lies in a floodway.

Due to the limitations on development of this property, the easy access, and remote location from existing residences, it will serve well as a dog park with limited amenities.

Connectivity to this park will be via a multi-modal trail along Hubble Creek. Until further trail development occurs to the north in accordance with the master trail plan, this park will also serve as a trail head.



Figure 46: Location map of the dog park.



Figure 47: Example image of a dog park.

DOG PARK - CONTINUED

The PMP Committee has generated a list of original name possibilities for this park:

- Bark Avenue Dog Park
- Bone Haven Dog Park
- Dog Den Park
- Dog-On-It Park
- Dogsville Park
- Doo Drop Dog Park
- Fetch Field Dog Park
- Fleas and Trees Dog Park
- Hubble Hounds Dog Park
- Paw Park
- Paw Path Dog Park
- The Pen
- Rover Romp Park
- Scentral Bark
- Wiggly Field
- Woof Creek Park
- Woofstock Park



Figure 49. Example image of a dog playing alongside a creek



Figure 50. Example of dog park equipment

KIMBELAND PARK

Improvements:

- Sculpture Garden
- Pergola
- Fountain Plaza
- Blooming Landscaping
- Entrance & Parking Area
- Gateway Sign

Kimbeland Park is a proposed new park. Located at the intersection of East Jackson Boulevard and South Donna Drive, this vacant City-owned property is Lot 13 of Kimbeland Subdivision. It is one of few properties along the commercial East Jackson Boulevard corridor that is still zoned R-2 Single Family Residential. Surrounding residents actively enforce the Kimbeland Subdivision covenants which prohibit commercial land use within the subdivision so the sale of this lot for commercial use is unlikely. In addition, existing drainage through the lot needs to be maintained in a natural state, both to provide adequate drainage for the area and to visually enhance the setting. Occasional overflow of this drainage way should be taken into consideration in the design of the park and elements should be able to withstand limited inundation.

Although not large enough for full park development, this property is recommended as a "pocket park" focused solely on art with the primary focus being the development of a sculpture garden. Amenities would include ornamental bench seating, a few ornamental tables, hard-scaped paver areas, and terraced retaining walls. Due to the low elevation of the property in relation to the adjacent streets, an artfully designed stairway leading into the park could provide an attractive and functional entrance in addition to an ADA accessible entrance. Landscaping in this park should be designed to provide contained areas of florals, topiary and other well-defined shrubbery, and ornamental trees which showcase the sculptures rather than overwhelming them. Landscaping should particularly include masses of low-maintenance rose bushes along East Jackson Boulevard as a nod to the previous Ten Mile Rose Garden which was installed by the Missouri Department of Transportation and ran along Highway 61 from Cape Girardeau to Jackson until the 1990s.

To ensure aesthetic appeal and a cohesive appearance, a specific content theme or consistent material type for sculptural additions should be established prior to establishment of the park. Regulations and guidelines for acceptable and non-acceptable artwork should also be established prior to development of the park. Prior to approval for installation, each art inclusion should be reviewed for its artistic enhancement to, and appropriateness with, the overall character or theme of the park. Art exhibits which do not conform to the character of this park may be better showcased in another park or public space or should be denied. One or more prominent pedestals of varying sizes should be dedicated for changeable exhibits to promote continued interest and repeat visits to the park.



Figure 3-1. Location map of Kimbeland Park.

KIMBELAND PARK - CONTINUED

This park will be highly visible from East Jackson Boulevard and should be designed with some large, themed sculptural features to provide an attractive overall view from East Jackson Boulevard. Locations for art of smaller scale should be designed to be viewed from within the park. Care should be taken in the selection of sculptures to avoid a startling appearance visible from East Jackson Boulevard that would create a significant distraction to drivers.



Figure 52. Example image of a park sculpture



Figure 53. Example of art in a park

KIMBELAND PARK - CONTINUED

There should be no intention of serving large volumes of persons at a single time so a limited parking area is recommended. Restroom facilities at this park would be optional, as the visitors to this park would arrive and leave in a relatively short timeframe.

Utilization of the park is expected to be by nearby residents, passers-by, small groups, and employees of area businesses who stop to enjoy the art or take lunch breaks. This park is not intended to include playground equipment or other facilities conducive to children's play or sports activities, although children are certainly encouraged to visit and to develop an appreciation for public art.

Development of this park should take into consideration the need for a future turn lane on East Jackson Boulevard at South Donna Drive. Consideration should also be given to acquiring a small amount of additional land from the adjacent property to the north to allow better access to the park.

In addition to traditional funding mechanisms, other possible funding mechanisms for this park include state and national arts council grants.

Connectivity to this park would be provided by the existing sidewalk along East Jackson Boulevard and a future sidewalk along South Donna Drive which will ultimately provide connection to East Main Street.



Figure 54. Image of the unimproved lot at E. Jackson Blvd. and N. Donna Dr.

OAKSHIRE PARK

Improvements:

- Walking Trail
- Landscaping
- Features
- Fence
- Small parking lot
- Exercise Stations
- Gateway Sign



Figure 54. Location map of Oakshire Park.

This 14.2 acre tract is a former landfill that was owned and operated by the City when the surrounding area was undeveloped. It is located just west of the intersection of Ridge Road and Oak Ridge Drive. Discussion of converting this land to a park has been ongoing for at least 15 years. Over the recent years, single-family residential development in the eastern part of Jackson has grown to surround the tract. A large portion of this property is flat with fringes of trees along the edges and property corners. The primary road frontage is on Ridge Road and there is secondary frontage on Wedgewood Drive.

Due to the previous use as a landfill, development on this tract is highly restricted and regulated by the Department of Natural Resources. Use of the landfill was discontinued in the 1980s and was abandoned in accordance with Department of Natural Resources standards. Since that time, it has only been mowed for hay and is otherwise unused.



Figure 55. Image of the current, unimproved lot.

Another restriction is the projected construction of an elevated water tower on the east end of this property within five years. As such, proposed park developments are limited to the west end of the site.

This park would also serve as a recreational/educational opportunity for school children at the new elementary school/early childhood education center on North Lacey Street. Priority should be given to establishing the trail network between the Ridge Road entrance and the school.

OAKSHIRE PARK - CONTINUED

Low maintenance landscaping should be added for aesthetic enhancements. Possibilities for landscaping include a small prairie restoration, native plantings, and raised floral beds. A rustic style decorative fence (such as split rail) should be added to designate the park boundaries and protect the surrounding properties. A sign or other “gateway” indicator placed along Ridge Road would indicate a neighborhood pedestrian entrance to the park directly from the Savannah Ridge Subdivision. A small gravel trailhead located at the Wedgewood Drive cul-de-sac would provide access for citizens located in the Bent Creek Subdivision.

Limited development of a primitive park with a winding walking trail, periodic benches, and a few picnic tables is proposed for this property. Pull-up bars and other simple exercise stations may be added along the trail as additional enhancements.



Figure 57. Example image of outdoor exercise equipment.



Figure 58. Example image of people using outdoor exercise equipment

WILLIAMS CREEK PARK

Improvements:

- Land acquisition
- Picnic Shelter
- Multi-modal trail
- Playground
- Non-team sports facilities

As the City of Jackson continues to expand, land should be set aside for public open spaces and parks. The National Recreation and Parks Association (NRPA) recommend a standard of 10 acres of open space for every 1,000 residents. Currently, the City exceeds this standard with 215 acres of parks serving a population of approximately 14,000. In areas of dense residential development, consideration should be given to placing neighborhood parks within walking distance ($\frac{1}{2}$ mile) of new large-scaled residential developments.

Park land may be acquired through donation, purchase, or through park land dedication during subdivision development. Preservation of creeks and floodplains should also be required through the acquisition of land or drainage easements to ensure the preservation of natural riparian corridors which can contribute to public open space, linear parks, and recreation trails. Easements obtained along creeks should be crafted to allow recreation trails as well as utilities or other infrastructure.

South of the current City limits, a new park along Williams Creek would aid in serving future residential development to the south. It is recommended that as residential development occurs in that direction, attractive land in the floodplain of Williams Creek be scouted and earmarked for future park land.

COMMUNITY CENTER

COMMUNITY CENTER



Figure 58. Location map of the Community Center.

Construction is scheduled to begin in 2014 on Jackson's Community Center, which will become a community showcase and integral part of the park system. Located at 381 East Deerwood Drive near North High Street, the building and grounds will be easily accessible from within Jackson and from Interstate 55. The 35,000 square-foot, artfully designed building will include a gymnasium, a dividable event room, a historic display room, an elevated walking track, exercise space, as well as an assortment of smaller meeting rooms and park offices.

Construction of the five million dollar structure is funded primarily by the generosity of Southeast Missouri Medical Center, Inc. (SMMC), a philanthropic association of local doctors, dentists, and businessmen whose mission is the improvement of Jackson. Funds for the exhibition hall portion of the building were granted by the Federal Emergency Management Agency through a safe room grant. Funding for the historic room was provided by the Cape Girardeau County Historic Society. Furnishing, staffing and operation of the facility will be funded through a $\frac{1}{4}\%$ Parks and Recreation sales tax passed by Jackson voters in 2012.

The SMMC association has worked closely with representatives of the city to design a building that will provide multi-use spaces for a large variety of activities and events within the City. The design of the facility provides opportunities for cultural and theatrical events, interest-specific classes, locally-focused historic education, and individual exercise.



Figure 59. Bird's eye view architectural rendering of Jackson's Community Center.

COMMUNITY CENTER - CONTINUED

Scheduling of the various rooms of the facility will be handled through the Parks and Recreation Department. A calendar of scheduled events and current availability of rentable rooms should be included as an informational item on the city's website and should be posted prominently within the facility for easy reference by city residents.

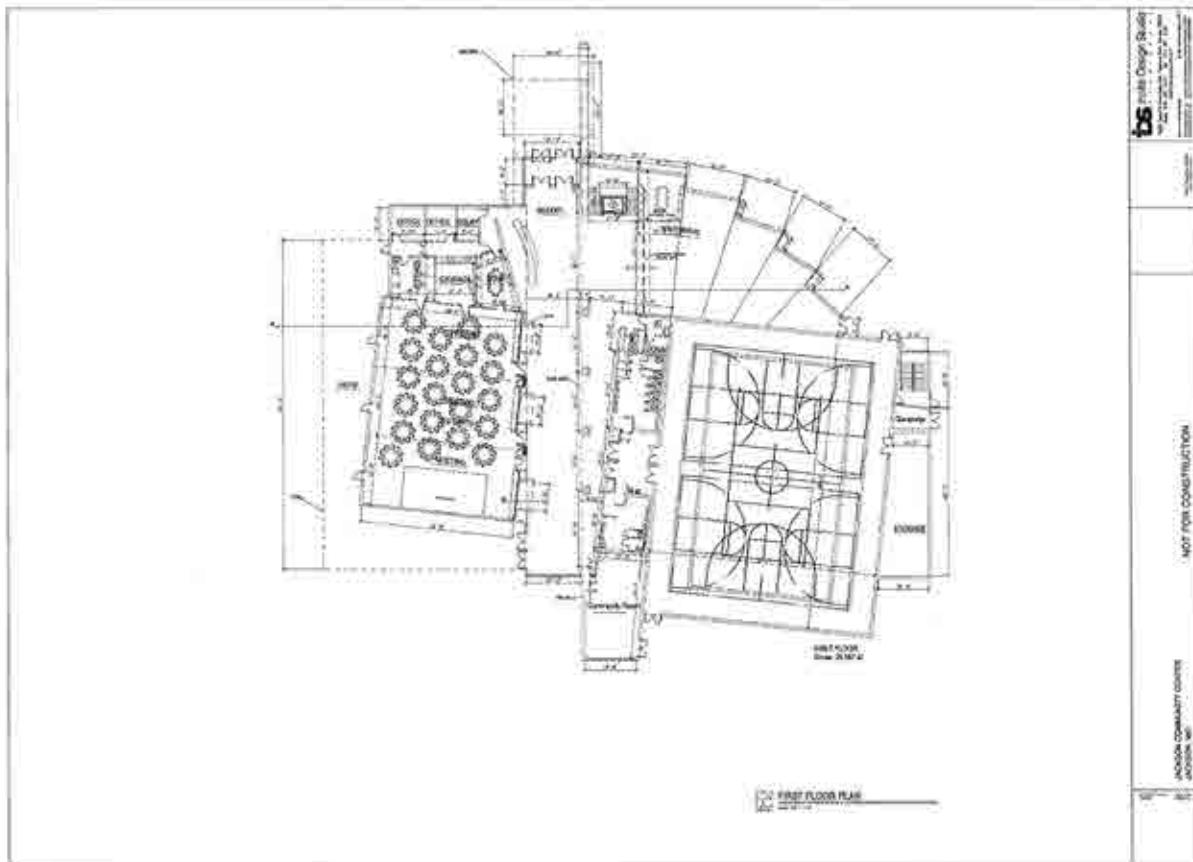


Figure 61. Floor plan of the first floor of Jackson's Community Center.

For full use of the building, some rooms in the building are to be made available as rentals for private events, including the exhibition hall and large and small meeting rooms. The events coordinator should work diligently to provide a balance of rental opportunities as well as ongoing city-sponsored programming or partnership programming of events and special-interest classes at a reasonable cost for both adults and children. Care should be taken to ensure that pricing of city-sponsored classes is adequate to cover the cost of staffing, instructor fees, supplies, janitorial work, etc. Examples of city-programmed leisure classes include: photography, crafts, demonstrations, gardening, etc. Possible partnership pairings include the Jackson R-1 School District, Cape Girardeau Career and Technology Center, Southeast Missouri State University, Riverside Regional Library, Cape Girardeau County Extension Service, Cape Girardeau County Master Gardeners, and other organizations which can provide short term class series geared to special interests.

COMMUNITY CENTER - CONTINUED

The schedule of city-sponsored events versus rental events should be well-coordinated to leave the majority of anticipated peak rental times available for private events. Caution should be used in renting rooms on a continual weekly or monthly basis to a single organization or group to ensure that all rooms of a popular size do not become continually booked in this manner and are then unavailable to other residents of the city who need space for one-time or infrequent events.

A catering kitchen is provided to make the exhibition hall and primary meeting space usable as venues for events such as expositions, galas, receptions, and banquets. Regulations should be developed for the allowable uses, timeframes, and decorations to be allowed for events to be held by renters of rooms in this facility. Guidelines for availability and fee schedules should be established immediately upon completion of the structure and should provide ample timeframes for each type of event as well as appropriate setup and removal time. For large or elaborate events, multiple days and/or extended hours may be necessary. Staffing of the facility and establishment of rental fees should take into account the additional labor needed to set and remove tables, chairs, stage, dance floor, or other amenities needed for each type of event to be held.

The large occupancy load of the building will require an expansive parking lot that could go mostly unused a large portion of the time. The parking lot should be attractively landscaped to break up the sea of concrete with blooming islands and shade trees. To make full use of the parking area, alternate uses for the outlying sections during times when large events will not be scheduled in the building should be provided for, including the addition of outdoor basketball goals, scheduling of seasonal markets, an outdoor skating rink, etc. Scheduling of these types of activities will need to be carefully coordinated with large events utilizing the building, although items such as basketball goals can be provided solely for unscheduled use that becomes available on a first come, first serve basis whenever the parking lot is in low use.

Connectivity to this facility should be achieved via a multi-modal sidewalk along East Deerwood Drive which is as wide as possible given the constraints of the existing bridge. The sidewalk should connect with the proposed trail system along Hubble Creek.

APPENDIX A

OVERALL PARKS MAP

PARK LOCATIONS

DOG PARK

FOOTBALL PARK
SOCCER PARK

KLAUS PARK



1 in. = 2,383 ft

APPENDIX B

DONATION POLICY



PARK DONATION & MEMORIAL POLICY

I. PURPOSE

The City of Jackson receives inquiries from individuals and organizations about donations and memorials to the park system. The intent of the Park Donation & Memorial Policy is to create a program that is flexible and responsive to the needs of our community's donors and to establish policies and procedures for accepting donations made for the benefit of the City's park system. Projects that are completed through intergovernmental agreements or by governmental grants without private or corporate contributions are excluded from the provisions of this policy.

II. DEFINITIONS

1. Department: the Parks & Recreation Department and Park Board
2. Director: the Parks & Recreation Director or designee.
3. Donation: a gift of funds, landscape and plant material, physical structures, equipment, land, or any other benefit to the park of any type or kind.
4. Memorial plaque: a plaque approved under this policy either installed at ground level or attached to an approved object in a park.
5. Park: any City-owned park, facility, natural area, and open space managed for a recreational use and/or resource protection.

III. POLICY

- A. The Department shall be responsible for administering the Park Donation & Memorial Policy, including establishing a review process for approving and installing donations. The Department may coordinate with other City Departments where needed.
- B. The City welcomes donations to support and improve the park.
- C. A donation consists of two parts. The first part is the installation and construction. The second part is the ongoing maintenance. Each donation request shall set forth a detailed

plan for both parts. The Department may accept, reject or modify each donation request based on the proposal for each part viewed together.

D. Proposed donations may be incorporated in the parks according to the following criteria:

1. GENERAL CRITERIA:

- A. Donations shall be compatible with and meet a specific park facility or amenity need identified in the Master Park Facility Plan.
- B. In areas not covered by Master Park Facility Plan, compatibility with existing facilities and local conditions shall be considered provided the donation meets a specific park need.
- C. Age and general condition of the donation will be considered.
- D. Projected maintenance requirements will be considered.
- E. Projected insurance costs will be considered.
- F. Projected overall cost to City including infrastructure and other costs.

2. SPECIFIC CRITERIA:

- A. Cash Donations: Cash donations may be used to build, install, repair, or upgrade existing or new park facilities at the City's discretion.
- B. Structures and Site Furnishings: The City has general aesthetic and engineering standards for structures and furnishings in Parks. Donations of structures and furnishings shall maintain this aesthetic and engineering standard. The Director will offer donors a list of pre-approved furnishings that they may choose from at the current market value. The list includes, but is not limited to, the following new items:

Drinking fountains
Benches
Picnic tables
Planters
Trees

- C. Other Furnishings: Other furnishings or structures outside of the approved list such as fountains, plazas, and landscapes will be reviewed on a case-by-case basis.
- D. Artwork: Donations of art, or cash donations to purchase or commission art must be approved by the Department.
- E. Plant Donations: The Department may approve plant donation after considering the type, size, source, aesthetics and other factors of the proposed plant. Any plant donation that dies or becomes unsightly may be removed by the Department. The Department shall make no guarantee concerning the continued health or future replacement of any plant.

- E. Damages and Deterioration: The term of the donation or memorial will be for the life of the asset. For example, if a donated park bench is destroyed or deteriorates, the memorial may be removed, repaired or replaced at the Department's discretion. The City is not responsible for repairing or replacing items due to damage or loss. The Director will attempt to contact the donor to inform of the loss. The donor may replace the item at their own expense.
- F. Naming: The naming of City parks, park areas and park facilities shall be the sole function and responsibility of the Board of Aldermen. However, this provision shall not apply to the application of donor recognition plaques for such minor items such as benches, trees, flagpoles, drinking fountains, or similar items

IV. PROCEDURE

- A. The donor shall meet with the Director prior to submitting a Park Donation & Memorial form. The purpose of this meeting is for the donor to share ideas regarding the proposed donation and/or memorial. Once this meeting has occurred, the donor may submit a completed Park Donation & Memorial form to the Department.
- B. Director shall review and determine the acceptability of the proposal as measured by the approved criteria listed in section III (D). If a proposal does not meet the approved criteria, the donor will be notified of the reasons.
- C. Land Donations: All land donations shall be submitted through the Director to the Department for a recommendation to the Board of Aldermen who shall make all final decisions concerning land donations.
- D. Donation Value: Donations with a value less than \$5,000 may be approved by the Department. Donations with a value greater than \$5,000 shall be submitted to the Board of Aldermen.
- E. Memorial Plaques: Memorial plaques may be permitted in accordance with this policy and only in conjunction with the donation of a new item as described in section III (D). Memorial plaques and their installation components shall be provided by the donor and shall be a marker either installed at ground level or attached to an approved object in a Park. The City reserves the right to perform or supervise the installation in its sole discretion. Plaque size will be established by specific use, with a maximum number of text lines and restricted font style and size as follows:

Approved plaque sizes:

- 1 Two (2) inches wide by ten (10) inches long with a limit of three lines of text.
Typical application is directly upon a park bench, table or similar dedication.
 - 2 Five (5) inches wide by six (6) inches long with a limit of four lines of text.
Typical application is placement on a rock or concrete base and placed next to a structure or site furnishing.
 - 3 Six (6) inches wide by nine (9) inches long with a limit of four lines of text.
Typical application is placement on a rock or concrete base and placed next to a structure or site furnishing.
 - 4 To prevent obscene or potentially offensive text from being displayed on City property, the Department must approve all text for Memorial Plaques.
- F. Approval of the donation or memorial must be obtained before installation of the donation or memorial can begin.
- G. Once installed, the donation or memorial becomes the property of the City, subject to the Damage and Deterioration requirements set forth in this policy.

V. APPEAL PROCESS

- A. For land donations and other donations greater than \$5,000.00, the decision of the Board of Aldermen is final.
- B. For decisions on proposals made by the Department, such decisions may be appealed by the applicant in writing and submitted to the City Clerk within seven (7) calendar days of the Department's decision. The appeal shall consist of the following: (1) a brief statement of the action complained of, (2) the remedy requested by the applicant and the reasons for supporting it, and (3) any other relevant information and facts. The appeal will be submitted to the City Administrator or his designee. A response to the appeal will be considered within thirty (30) days. When practical, the matter may be resolved by telephone or office visit.

VI. INDEMNITY, INSURANCE AND RELEASE OF LIABILITY

- A. All parties performing any work under this policy shall take such steps as the Director may require protecting the City from claims for injury or other damages.

- B. If the Director determines that the work is being done in whole or in part by volunteer unpaid labor then the Director shall require all volunteer labor to sign a Release of Liability form and such indemnity form or other forms as the Director may require.
- C. If the Director determines that the work is being done in whole are in part by paid labor or by contractors then the Director shall require Certificates of Insurance showing that the parties working on the project carry such liability and workers compensation insurance as the City requires on City projects.
- D. The decision of the Director regarding indemnity, insurance and release of liability shall be final unless modified in the normal appeal process herein. The Director shall stop all work on the project until the requirements for indemnity, insurance and release of liability are complied with.

DRAFT



PARK DONATION & MEMORIAL APPLICATION

Donor name or organization: _____

Address: _____ City, State, And Zip: _____

Phone _____ E-mail: _____

Approved donation list of new items: (please check appropriate item)

Tree

Picnic table

Bench

Planter

Other

Drinking fountain

Proposed location: _____

Description of request:

Estimated value of donation: _____

Maintenance plan of donation:

Note: For major projects, the City reserves the right to require construction plans, specifications and other appropriate items.

Signature: _____

Date: _____

Return to:

**Shane Anderson, Director
Parks & Recreation Department
101 Court St.
Jackson, MO 63755**

DRAFT

APPENDIX C

TRAILS AND GREEKS MAP

APPENDIX D

PARK STRUCTURES, FURNISHINGS AND EQUIPMENT GUIDELINES

PARK STRUCTURES, FURNISHINGS AND EQUIPMENT GUIDELINES

All proposed additions or replacement buildings, structures, furnishings, and equipment shall be evaluated for safety, durability, user comfort, and conformance in style to the overall design of the park in which it will be placed. All park furniture shall be of a commercial grade and shall be designed for rigorous outdoor public use. In addition, the following guidance shall be used in approving proposed park furnishings, equipment, and structures:

Park Benches/Picnic Tables/Similar Fixtures:

Park Benches, picnic tables and similar seating fixtures are to be placed on a concrete slab or contained crushed stone surface of sufficient size to securely anchor the bench on all sides and to also provide a paved foot-rest area.

Playground Equipment and Surfacing:

All playground equipment added to any park or city-owned public space in the City of Jackson shall conform to ASTM F1487-11 – “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.”

All playground equipment added to the Optimist Tot Lot or any other playground designed for toddlers or any playground equipment in any park which is intended primarily for the use of toddlers shall conform to ASTM 2373-11 – “Playground Equipment for Children Under the Age of Two.”

All new surfacing beneath and around playground equipment shall conform to ASTM 1292-09 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment or ASTM F2479-11 – “Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-In-Place Playground Surfacing.”

Pavilions and Other Structures:

All new and replacement park buildings, pavilions, gazebos, and other structures shall be designed by an architect or engineer registered in the State of Missouri and shall be ADA accessible within the structure and via an ADA accessible route to the structure.

Permits:

No new construction or remodeling of structures, fences, pavement, utilities, which involves any type of construction, plumbing, electrical, or mechanical work shall commence until all required building, electrical, mechanical, and/or plumbing permits have been issued by the City of Jackson. No grading operations exceeding one (1) acre or three hundred (300) cubic yards shall commence until a grading permit has been issued by the City of Jackson.

All contractors performing work anywhere in the City park system shall be licensed contractors with the City of Jackson.

APPENDIX E

INDIVIDUAL PARK MAPS

MASTER LEGEND

-  EXISTING RESTROOM
-  PROPOSED RESTROOM
-  EXISTING PAVILION
-  PROPOSED PAVILION
-  EXISTING PICNIC TABLE
-  PROPOSED PICNIC TABLE
-  EXISTING PLAYGROUND
-  PROPOSED PLAYGROUND
-  EXISTING GATEWAY SIGN
-  PROPOSED GATEWAY SIGN
- EXISTING DRIVE
- PROPOSED DRIVE
- EXISTING TRAIL
- PROPOSED TRAIL
-  EXISTING PARKING
-  PROPOSED PARKING
- EXISTING SPORTS FACILITY
- PROPOSED SPORTS FACILITY
- CREEK
- EXISTING LAKE
- PROPOSED LAKE

BROOKSIDE PARK



CITY PARK (NORTH)



CITY PARK (SOUTH)

PARKVIEW



FOOTBALL PARK



LITZ PARK



SOCER PARK



DOG PARK



KIMBELAND PARK



OAKSHIRE PARK



WILLIAMS CREEK PARK

