



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-113) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, May 13, 2015 7:00 pm
City Hall Boardroom

1. CALL TO ORDER

A. Roll Call

1. Michelle Flamm[] Laura Ozenberger[] Adam Zink[] Neil Davidson[]
Linda Arnold[] Phil Wassmer[] Chris Cardwell[] William Gresham[]
Susan Robb [] Marc Sportsman (Liaison) []

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the April 8, 2015 regular meeting.

4. ACTION AGENDA

- A. CLARB 15-113-01: Approve purchase recommendation for an information/Dog Tag Donation board at the Dog Park.
- B. CLARB 15-113-02: Approve revisions to the Guidelines for Events in Parkville (2014).
- C. CLARB 15-113-03: Approve submission of TRIM Grant for tree removal at the Sullivan Nature Sanctuary

5. NON-ACTION AGENDA

- A. Discussion regarding Volunteer Parkville.

6. STAFF UPDATES ON ACTIVITIES

A. Parks

1. Dog Park update
2. Wetlands update
3. "Tree City USA"/Arbor Day update
4. 4th of July
5. June meeting to be held in ELP

B. Public Works

1. Sullivan Nature Sanctuary Dedication
2. English Landing Park restroom design RFQ

C. Administration

1. Fee Waiver Update

7. MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-112)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, April 8, 2015 7:00 pm

City Hall Boardroom

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. Roll was called by Tom Barnard. Members present were: Michelle Flamm, Neil Davidson, Chris Cardwell, Phil Wassmer, Linda Arnold, Susan Robb and Marc Sportsman (Liaison). Alysén Abel, Tim Blakeslee, Tom Barnard and Jan Davis were present from the City. A quorum was present. Absent: Laura Ozenberger, Bill Gresham and Adam Zink.

2. CITIZEN INPUT - None

3. CONSENT AGENDA

A. Approve the minutes for the March 11, 2015 regular meeting.

NEIL DAVIDSON MOTIONED TO APPROVE THE MINUTES FROM THE MARCH 11TH MEETING. SUSAN ROBB SECONDED THE MOTION. MOTION APPROVED 6-0.

4. ACTION AGENDA

A. CLARB 15-112-01 Certified 5K/10K Marathon Route

Jeremy Jordan, representing local running clubs, presented a proposed 5K/10K course for certification, which has been approved by Chief Chrisman. The course limits runners to 9 minutes on Main Street for the 5K, with a 2nd lap on Main Street for the 10K; however runners would be spread out. Runners would start and finish in front of McKeon Stage on Bush Drive. Runners would then proceed north, turning left on McAfee and Left on Main Street. They would continue to Platte Landing and follow the trail along View Point, next to the River, and end at the main stage. Jordan offered to pay the \$600 cost to certify the course. The benefits of certification are: Sets location/need for volunteers (16 needed for a 5K and 18 for a 10K); no more start/finish on Main Street; the Dog Park remains open; the bulk of park amenities are available; coordination is easier; consistent course for runners with unchanging race coordinates; and will be one of the fastest courses in the metro area. It was suggested that the race day package fee of \$300 should include the McKeon stage rather than a shelter house. Races could be completed before noon leaving the stage available for evening activities. Jeremy confirmed that walkers would use the same course, but start behind runners. The slowest walkers should be off of McAfee in less than 11 minutes. The course would need to be re-certified every 10 years. Michelle asked if the Board would vote on a waiver of the \$100 McAfee Stage. Tim Blakeslee advised that topic would have to be deferred to the next meeting.

CHRIS CARDWELL MOTIONED TO APPROVE THE PROPOSED 5K/10K COURSE AND CERTIFICATION. SUSAN ROBB SECONDED THE MOTION. MOTION APPROVED 6-0.

B. CLARB 15-112-02 Parkville Parks Donation Program

Tim Blakeslee advised that the donation plan remains unchanged from that presented at the last meeting with the exception of the donation levels which were raised to \$50 and \$100, color changes to the brochure, bench locations updated and tree species updated. The website has also been updated. Other bench locations will be considered in Phase II of the donation program. To

begin, the dog board/dog tags will be indefinite, but can be changed later. The Donation Program is on the BOA agenda. Once approved, brochures will be printed and distributed in Parks and City Hall.

NEIL DAVIDSON MOTIONED TO RECOMMEND THE BOARD OF ALDERMEN APPROVE THE DONATION PROGRAM AS MODIFIED. LINDA ARNOLD SECONDED THE MOTION. MOTION APPROVED 6-0.

C. CLARB 15-112-03 Sullivan Nature Sanctuary Trail Naming (Maria Ewing)

The Sullivan Nature Sanctuary is in memory of Edgar and Ruth Sullivan, as well as other family members. The North Twin and South Twin trails in the Sullivan Nature Sanctuary were named after their twin daughters, Kathryn and Virginia. The matriarch of the Sullivan family was Edgar's mother, Maria Ewing. To honor Maria's memory, the Sullivan family requested that a portion of the trails in the Sullivan Nature Sanctuary be named after her. The family would like to name the loop trail at the end of the North Twin Trail the Maria Ewing Trail.

CHRIS CARDWELL MOTIONED TO RECOMMEND THE BOARD OF ALDERMEN APPROVE THE MARIA EWING TRAIL NAMING. PHIL WASSMER SECONDED THE MOTION. MOTION APPROVED 6-0.

D. CLARB 15-112-04 Play Equipment replacement -English Landing Park (Cozy Cocoon)

To replace a dinosaur that is cracked and slated for removal, Staff recommended the purchase of a Cozy Cocoon playground toy (only available through Playworld) at a cost of \$1,999.00. This price included a 25% discount and has been approved by the City Administrator. The height, weight and material were discussed. The Park enhancements budget is \$5,000.

PHIL WASSMER MOTIONED TO APPROVE THE PURCHASE OF THE PROPOSED COZY COCOON PLAY EQUIPMENT. SUSAN ROBB SECONDED THE MOTION. MOTION APPROVED 6-0.

E. CLARB 15-112-05 Capstone replacement at the Gresham Memorial Fountain

In February 2015, someone removed one of the capstones around the fountain, which contained a bronze commemorative plaque. The City is working on getting the stone and plaque replaced. To prevent future vandalism, the City would like to permanently set the capstones around the fountain. Staff received three quotes from contractors and the low bid was MTS Contracting for \$3,210.00.

NEIL DAVIDSON MOTIONED TO RECOMMEND THE BOARD OF ALDERMEN APPROVE THE DONATION PROGRAM AS MODIFIED. CHRIS CARDWELL SECONDED THE MOTION. MOTION APPROVED 6-0.

5. NON-ACTION AGENDA – None

6. STAFF UPDATES ON ACTIVITIES

A. Parks

1. Dog Park update
 - i. The Dog Park was seeded during the 3/30-4/10 closure and is slated to re-open on 4/11.
2. Wetlands Update
 - i. Staff tried a prescribed burn again but lacked the density of grass to keep it going. Barnard described that the area would have to be cleared with a brush hog. The City does not own a brush hog. Discussion held regarding whether to leave area as is resulting in more required mowing, cultivate to a depth of 6” and immediately seed, or rent brush hog equipment from local farmers. Abel has explored equipment rental from the County and other surrounding cities with no success. No feasibility study was completed by the County as it was postponed 6 weeks. Barnard to consult with Laurie Brown.
3. Outreach Grant Update.
 - i. The City received a \$40,000 Outreach Grant for new restrooms at Platte Landing Park. Public Works is in the process of drafting an RFQ for architectural design and plans a September construction start, completing in November/December. If pricing is not satisfactory, a modular unit could be considered as the City already has pricing.
4. Tree City “USA” – Arbor Day 4/24
 - i. Arbor Day ceremony at 1:00 p.m. Parks crew will plant several trees in the small dog park. Barnard to check on tree donations. Discussion held on how to better coordinate high school senior volunteers.

B. Public Works

1. Sullivan Nature Sanctuary Dedication
 - i. To be held Saturday, 5/16 at 2:00 P.M. More information to come.
2. Barbara Lance Memorial Fund
 - i. Donations totaled \$1,630. Nature Sanctuary staff will purchase (3) picnic tables in her memory which will need to be approved by the City Administrator. The family has asked that she be remembered with plaques on the tables.

7. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Neil Davidson asked the status of the Steamboat Arabia marker. Barnard replied that it should be installed within the next 7 days. Davidson expressed that a dedication was in order, with a Mayoral proclamation and her presence at the dedication. Sportsman thought an invitation from the Mayor to the family was appropriate.
- B. Neil Davidson presented a flyer regarding a native plant sale by Missouri Wildflower Nursery on May 2nd.
- C. Trail Day celebration is Saturday, June 6th, from 10:00 to noon at Platte Landing Park.
- D. Platte County was selected by Robert Wood Johnson as one of the healthiest counties in the United States.
- E. Brian Nowotny has received an award from MARC for outstanding leadership. A luncheon for the recipients is 6/5 (Friday) at a downtown hotel. \$45/each or \$425/table. For additional information contact Neil Davidson.
- F. Cardwell congratulated Alysén Abel on her award from the American Society of Civil Engineers. She is the recipient of the (ASCE) National 2015 Harland Bartholomew

Award for contributions to the enhancement of the role of the civil engineer in urban planning and development.

8. **ADJOURN**

CHRIS CARDWELL MADE A MOTION TO ADJOURN AT 8:10 P.M. NEIL DAVIDSON SECONDED THE MOTION. MOTION APPROVED 6-0.

CITY OF PARKVILLE Policy Report

Date: May 7, 2015

Prepared By:
Alysen Abel
Public Works Director

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:

Request to approve the purchase of the Message Board from Information Centers for the donation board in the Platte Landing Dog Park.

BACKGROUND:

The City of Parkville maintains the dog park in Platte Landing Park. City staff and CLARB have been working on a donation program for the parks. One element of the donation program is a dog park donation board, showcasing dog tags that can be purchased individually. This board also has a literature rack which can display the City's donation brochure and other City literature.

Staff received bids from three companies that offer message boards. The quotes are as follows:

| | |
|-----------------------------------|------------|
| Information Centers | \$1,822.20 |
| Fry Park and Playground Equipment | \$2,404.00 |
| Kirby Built | \$2,132.35 |

The low bidder was Information Centers at \$1,822.20.

BUDGET IMPACT:

The 2015 Budget includes \$7,000 for Park Enhancements (line item 525-05-41-03). The purpose of the budget is to provide amenity improvements to the City parks.

ALTERNATIVES:

1. Approve the purchase of the Message Board from Information Centers.
2. Do not approve the purchase.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the approval to purchase the Message Board from Information Centers.

POLICY:

Per the Purchasing Policy, Resolution No. 10-02-14, purchases below \$2,500 are approved by the City Administrator. Since this is a Parks Enhancement, the City is seeking a recommendation from CLARB.

SUGGESTED MOTION:

I recommend that the City purchase a Message Board from Information Centers in the amount of \$1,822.20.

ATTACHMENT:

1. Quotation (Information Centers)

Your quote #QIC00000616-002 (placed on Apr 29, 2015 1:23:36 PM)

Shipping Information:

Tom Barnard
 City of Parkville
 123 TBD
 Parkville , Missouri, 64152
 United States
 T: 816-587-2593

Billing Information:

| Product | SKU | Qty | Price | Subtotal |
|--|---------|-----|------------|-------------------|
| Large Horizontal Message Boards/ Double-Sided with 2 Inground Posts/ Evergreen | 9ZK9055 | 1 | \$1,416.46 | \$1,416.46 |
| Large Horizontal Message Boards/ 5-slot Literature Rack/ Evergreen | 9ZK9113 | 1 | \$231.24 | \$231.24 |
| Quote Totals | | | | |
| Subtotal | | | | \$1,647.70 |
| Shipping & Handling Total | | | | \$174.50 |
| Tax | | | | \$0.00 |
| Grand Total | | | | \$1,822.20 |

Thank you, **Information Centers**



Brown surface mount message center with optional literature rack [Click here to](#)

CITY OF PARKVILLE Policy Report

Date: Monday, May 4, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:
Request approval of revisions to the guidelines for events in Parkville.

BACKGROUND:

On September 10, 2014 the Community Land and Recreation Board (CLARB) approved revised guidelines for events in Parkville. On November 12, 2014 CLARB approved a set of minor modifications to the newly enacted event guidelines. As presented in previous meetings, these updates to the event application and approval process represent the organization of old documents, the application of current best practices, and the implementation of new ideas.

The new guidelines have been in effect since the beginning of the year. Overall, the implementation process has gone relatively smoothly. However, the guidelines are intended to be a fluid document that can be changed as new, and/or previously unrecognized issues arise. As a result, staff recommends the following changes to the guidelines:

- A “Race Day Package” for certified 5K/10K events: At the April 10, 2014 meeting CLARB approved a designated 5K/10K route for all races held in the City. Instead of including an all-day shelter reservation with the event fee (regularly a \$100 cost), the Race Day Package would instead include the McKeon Stage (regularly a \$100 cost). The switch would be cost neutral, and would require race events to rent a shelter at cost if they desired to use that amenity. The rationale for this switch is that the 5K/10K route certification approved by CLARB determined that the McKeon stage is the ideal start and end point for race events. The Race Day Package would also detail the required 5K/10K route and the number of volunteers needed for event organizers.
- Adoption of the Parkville Microbrew Fest as a standing event: A standing event has the right to a permanent reservation timeframe with the first right of refusal for specific dates. Other events will not be allowed during dates reserved for these events. A standing event is reserved for an event with a long history of success, an event that is consistently well planned and organized, and an event with wide community engagement. Staff believes the Parkville Microbrew Fest meets all of these criteria. Standing events are added at the discretion of CLARB.
 - The current list of standing events are: Jazz & Fine Arts River Jam, 4th of July Celebration, Parkville Days, Christmas on the River, and Turkey Trot. Standing event organizers must notify the city of their specific event date by February 1st each year to secure the date for the coming year.
- No weddings in the Parkville Nature Sanctuary: Nature Sanctuary Director Bob Fluchel strongly feels that it is important to add a rule that disallows weddings in the Parkville Nature Sanctuary. The reasoning behind this is the lack of amenities (electricity, water, restrooms, seating, etc.), the lack of easy access to probable wedding locations, and the historical knowledge that numerous previous wedding attempts have gone poorly. This additional rule was originally intended to be incorporated with the revised guidelines last November but was overlooked.

ITEM #4B

For 05-13-15

Community Land and Recreation Board

City staff is deferring to CLARB's judgment to provide further guidance on these issues. If approved, Staff will bring the updated documents and a list of necessary City ordinance updates to the Board of Aldermen for approval at a future meeting.

BUDGET IMPACT:

There is no immediate budget impact. The Board of Aldermen must approve all City ordinance changes. Upon approval, the updated event guidelines will include both new and updated event fee structures as required by the changes above.

ALTERNATIVES:

1. Approve the revisions to the guidelines for events in Parkville.
2. Approve a portion of the revisions to the guidelines for events in Parkville.
3. Provide other direction to staff regarding event application and approval process, and the associated event guidelines.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB approve the revisions to guidelines for events in Parkville; and, that CLARB recommend that the Board of Aldermen accept the revisions to guidelines for events in Parkville.

POLICY:

Section 150.050.E. gives CLARB authority for event approvals occurring on community public right-of-way and park land. Any updates to the guidelines for events in Parkville (Section 140.345) must be approved by CLARB. Section 150.050.A. of the Municipal Code defines CLARB as an advisory board to the Mayor and Board of Aldermen. Final approval should be made by the Board of Aldermen by ordinance.

SUGGESTED MOTION:

I move to recommend that CLARB approve the revisions to guidelines for events in Parkville; and that CLARB recommend that the Board of Aldermen accept the revisions to guidelines for events in Parkville.

ATTACHMENTS:

No attachments for this item.

**CITY OF PARKVILLE
Policy Report**

DATE: May 6, 2015

PREPARED BY:
Alysen Abel
Public Works Director

REVIEWED BY:
Bob Fluchel
Nature Sanctuary Director

ISSUE:

Recommend to the Board of Aldermen that Staff prepare and submit a Tree Resource Improvement and Maintenance (TRIM) Grant to Missouri Department of Conservation (MDC).

BACKGROUND:

The Missouri Department of Conservation (MDC), in cooperation with the Missouri Community Forest Council, offers a grant funding program to assist government agencies, public schools, and non-profit organizations with the management, improvement, or conservation of trees on public lands.

Projects that are eligible for TRIM funding include tree inventory, removal or pruning of hazardous trees, tree planting, and training volunteers or municipal employees to care for community trees.

The Nature Sanctuary Director met with an Urban Forester from MDC at the Sullivan Nature Sanctuary. Due to extensive flood damage from the 2011 flood, many of the trees in the Sullivan Nature Sanctuary are dead. The MDC Urban Forester recommended that the city trim the dead and hazardous trees, and allow the existing sprouts to grow into trees over time.

Staff recommends applying for a \$10,000 grant to help fund the trimming of the dead and hazardous trees in the Sullivan Nature Sanctuary.

BUDGET IMPACT:

The 2015 Budget for the Nature Sanctuary includes \$3,500 for trail maintenance. The Parks Department has a Tree Trimming and Removal budget of \$9,000. In the past, the City has matched the TRIM grant amount with a 25% contribution, between the MDC contribution and the Tree City USA bonus. If the City receives the requested amount of \$10,000, the City's contribution would be \$2,500.

ALTERNATIVES:

1. Recommend to the Board of Aldermen for staff to submit the TRIM grant request.
2. Do not recommend to the Board of Aldermen for staff to submit the TRIM grant request.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB recommend to the Board of Aldermen for staff to prepare and submit the TRIM grant request.

SUGGESTED MOTION:

I move to recommend to the Board of Aldermen for staff to prepare and submit the TRIM grant application.

POLICY:

Section 150.050 (B) of the Parkville Municipal Code gives the Community Land and Recreation Board authority to approve grant applications and make recommendations to the Board of Aldermen.

CITY OF PARKVILLE

Policy Report

Date: March 12, 2015

Prepared By:
Griffin Burri
Intern

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:
Discussion regarding Volunteer Parkville.

BACKGROUND:

Meetup.com is an international network where people can create organizations and schedule events. The City has begun using Meetup.com as a volunteer database and management platform. Meetup.com will help the city, community partners, and community volunteers easily communicate and coordinate schedules. Additionally, the city and event organizers will have the capability to collect basic information, liability waivers, and send out thank you notes to all volunteers for participating in any hosted activities.

The City of Parkville is the main administrator/organizer of the Meetup.com page "Volunteer Parkville". The job of the City is to recruit city partners, such as the Parkville Nature Sanctuary, to join the database. After signing up for the project, community partners are provided with a lower level admin status. They are able to create an event (who, what, when, where) and list it on the Parkville meet up board. After the event has been listed volunteers can RSVP to events of their choosing. Parkville Nature Sanctuary Director Bob Fluchel sees that one possible benefit of the program is the opportunity to attract an increased amount of young volunteers.

When volunteers RSVP they create a profile of their interests. Meetup.com offers immediate publicity by pushing groups and events to people based upon their interests or location. The City would be able to update preexisting volunteers on events within their interests. Additionally, the event organizers (community partners) would have the ability to send out group or individual notes thanking volunteers via emails that were collected in a group email list. Meetup.com also offers options to embed the platform into parkvillemo.gov. The Nature Sanctuary Volunteer Workday on May 16, 2015 will be the first event to use this service.

City Staff also researched other volunteer database options, but found many of the options were either extraordinarily expensive or difficult to use. Meetup.com provided a middle ground on price and functionality.

BUDGET IMPACT:

As this is a discussion item, there is no budget impact at this time.

ALTERNATIVES:

1. Accept the update from staff.
2. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update on Volunteer Parkville.

ITEM #5A
For 05-13-15
Community Land and Recreation Board

POLICY:

City code section 140.010 describes CLARB as the advisory board which is appointed by the Mayor of the City and approved by the Board of Aldermen and functions to assist the Director of Parks and Recreation for planning, event coordination and tree and community land management.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary.

ATTACHMENT:

No attachments for this item.