



**COMMUNITY LAND AND RECREATION BOARD**

Regular Meeting (#16-123) Agenda  
CITY OF PARKVILLE, MISSOURI

Wednesday, April 13, 2016 7:00 pm

City Hall Boardroom

**1. CALL TO ORDER**

- A. Roll Call
- B. Welcome Bonnie Buckmaster

**2. CITIZEN INPUT**

- A. Girl Scout Project in the Dog Park

**3. CONSENT AGENDA**

- A. Approve the minutes for the February 10, 2016 regular meeting.

**4. ACTION AGENDA**

- A. Approve a Special Event Permit for the Color Storm 5K on Sunday, June 12<sup>th</sup> 2016.
- B. Event Guideline Updates (Part 1): Park Sign Permit Text Amendment
- C. Event Guideline Updates (Part 2): Insurance Clarifications and Updated Special Event Permit Documentation
- D. Approve an staff to apply for a TRIM grant in English Landing Park.
- E. Approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail between Parkville, Riverside, and Platte County

**5. NON-ACTION AGENDA**

- A. 5K/10K Signage Discussion

**6. STAFF UPDATES ON ACTIVITIES**

- A. Administration
  - 1. Parks Master Plan Update (Next Steering Committee Meeting, Open House Reminder, 4<sup>th</sup> of July Parks Master Plan).
  - 2. Platte Landing Park Farming Update.
- B. Public Works
  - 1. English Landing Park Restroom Update
  - 2. February/March Parks Report
  - 3. Tree City USA/Arbor Day Celebration
  - 4. Spring Clean Up/Recycling Extravaganza Update
  - 5. Low Water Crossing Grant Status

**7. MISCELLANEOUS ITEMS FROM THE BOARD**

**8. ADJOURN**

## **CITY OF PARKVILLE Policy Report**

DATE: Thursday April 7, 2016

PREPARED BY:

Tim Blakeslee  
Assistant to the City Administrator

REVIEWED BY:

Alysen Abel  
Public Works Director

ISSUE:

Discuss the volunteer proposal from Girl Scout Troop 591.

BACKGROUND:

In 2014, the City and Platte County completed Phase 1 construction of Platte Landing Park. Included in this project was a new off-leash dog park. The dog park is one of the most active areas of the park year round. One current drawback of the new dog park is the limited amenities in and around the park area. Girl Scout Troop 591 is has submitted a volunteer proposal to city staff to make several enhancements to the dog park (Attachment 1). These include an incline/decline ramp and a paint scheme for the drainage pipe. They are completing this project to earn a Girl Scout Bronze award.

Troop 591 would like to get feedback from the Community Land and Recreation Board (CLARB) on their proposal. Once feedback is received from CLARB, the Troop will work with City Staff on finalizing the project. Troop 591 is currently seeking donations local hardware stores for supplies. Staff will collected all needed volunteer waivers prior to work taking place. Staff will also work with the troop on a donation agreement for the work that will be completed.

BUDGET IMPACT:

There is no immediate budget impact.

ALTERNATIVES:

1. Accept the update from staff and provide guidance on the discussion items presented.
2. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update regarding volunteer proposal from Girl Scout Troop 591 and provide guidance regarding the specific issues presented.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas.

ATTACHMENT:

1. Project Proposal

# Girl Scout Troop 591

## Bronze Award

### Proposal for

## The Parks and Recreation Board of Parkville

We are a troop of 5<sup>th</sup> grade Junior Girl Scouts. We are hopeful to earn our Bronze award, which is similar to the Girl Scout Gold Award but is earned by younger girls as a troop. We have shared many ideas as a troop, but have found one similar area that we all feel passionate about; animals.

In the spirit of community, and encouraging a welcoming environment for those around us; our troop would like to make some helpful improvements to the off-leash dog area at Platte Landing Park.

Several of our troop members frequent the park and love the opportunities it provides to residents and visitors. We would like to assist in making the area comfortable, welcoming and productive!

Improvements we would like to provide are as follows:

- We have noticed that not everyone remembers to pick up after their pet. We would like to help with that by adding signage to promote keeping the area clean.
  - Construction –  
The signs would be made of aluminum and professional grade vinyl. Much like a street sign. They would be posted around each fenced area and attached to the fence using stainless steel split rings.
  - Examples –  
We would like to install 3 signs on each side with a combination of these two wordings:



- We believe that Parkville is the kind of trustworthy and giving community that would benefit from a sort of community toy box. We would like to provide a dog toy box so that every owner and dog can enjoy the area.
  - Construction:

The box would be an outdoor storage box as pictured below, placed in the central entrance area. We feel it would be most secure attached to the fencing using commercial grade zip ties. We would place an aluminum sign above the box with the wording “Take a Toy, Leave a Toy” to encourage everyone to use and to donate to the box. We would stock the box with fun and sturdy toys for dogs to use for years to come!
  - Examples:

The sign would be constructed using the same materials as the previous signs. The storage box would be similar to this:



- Finally, we feel that more obstacles for the dogs to use would make the area more fun and useful. We would like to help by improving the drain pipe located in the park, and installing an additional obstacle on each side.

- Construction:

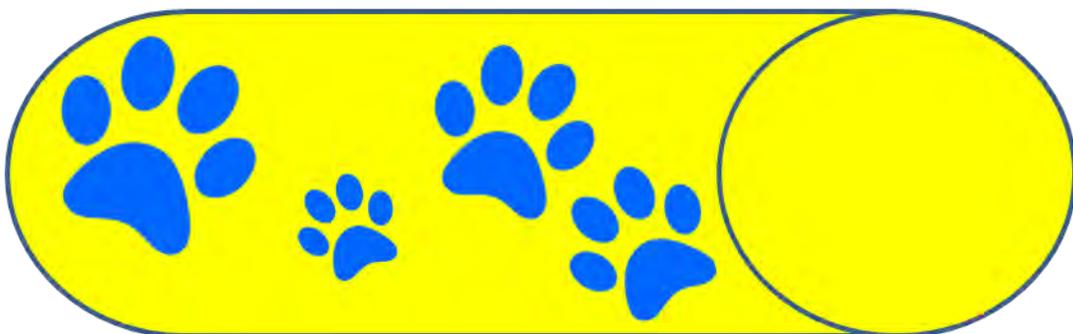
- For the concrete pipe, we would like to make it more playful by painting it dog friendly colors. Our research has taught us that dogs prefer the colors blue, yellow and violet. Therefore; we would like to paint the pipe with yellow epoxy based paint and using stencils we would then paint large blue paw prints.
- We would like to construct an incline/decline ramp for each side. They would be built using pressure treated lumber, weather proof screws and then sealed. These ramps would potentially have a life of 15 years or more.

- Examples:

Incline/Decline Ramp



Drainage Pipe Paint Scheme



In addition to these plans we would like to offer a schedule of maintenance on these items for three years (the duration of our Cadette Girl Scout years). Our troop will, on a monthly basis, check in on our additions and make any necessary repairs.

To follow up on these additions, as well as to increase knowledge of the park, we would like to follow up with a community event at a later date; possibly in the fall.

We are very grateful for the effort, money and time the city of Parkville and Platte County have put into making a wonderful area like this. We hope to add to this opportunity so that the residents of Parkville and their furry friends will have a place to love and play for many years to come!

Thank you for your time and consideration,

Sincerely,

Girl Scout Troop 591

Sophia, Emily, Natalie, Lauren, Jordan, Cheyenne, Monique, Katie, Rebecca, Sarah, Mara, Sydney, Jessica, Hailey

and

Shyla – Leader [gstroop591@yahoo.com](mailto:gstroop591@yahoo.com) 816.739.9994

Kristin – Assistant Leader





## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-122)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, February 10, 2016 7:00pm

City Hall Boardroom

#### 1. **CALL TO ORDER**

Chairman Michelle Flamm called the meeting to order at 7:00 p.m.

#### 2. **ROLL CALL**

Members present:

Chairman Michelle Flamm  
Vice Chairman Laura Ozenberger  
Secretary Adam Zink  
Neil Davidson  
Phil Wassmer  
Bob Stuteville  
*Liaison* Marc Sportsman

Members Absent with prior notice:

William Gresham  
Susan Robb  
Linda Arnold

A quorum of the Community Land and Recreation board was present.

Staff Present:

Tim Blakeslee, Assistant to the City Administrator  
Alysen Abel, Public Works Director  
Lauren Palmer, City Administrator  
Kelly Yulich, Community Development Assistant

#### 3. **CITIZEN INPUT**

None

#### 4. **CONSENT AGENDA**

**A. Approve the minutes for the January 13, 2016 regular Community Land and Recreation Board meeting.**

Chairman Flamm called for any discussion of the minutes.

**Secretary Adam Zink moved to approve the minutes and Board Member Davidson seconded. Motion passed: 7-0.**

#### 5. **PARKVILLE PARKS MASTER PLAN STEERING COMMITTEE MEETING**

Tim Blakeslee introduced County Representatives Julie Rule Chairman with the County Parks Board and Noel Challis with Platte County.

Mr. Blakeslee then introduced Larry Reynolds and Steve Rhoades with Vireo.

Mr. Rhoades gave an overview of the Master plan concept and the direction in which the steering committee should focus on in determining the vision and goals for the Park System. He outlined the schedule and phases in which the steering committee should focus on. Chairman Flamm asked if any work had been done on the Phase one portion. Mr. Rhoades stated that due to the cold weather there had not been any.

Mr. Rhoades explained that they have noticed a list of patterns and preference's which are being seen nationally. He stated that the board needed to think about what they want to be the "Brand" of the Parkville Parks. He discussed tiered systems, multigenerational aging and healthy pleasures. All of which are the preferences being seen nationally.

A presentation was shown depicting the project scope which consisted of the Discovery period, the opportunities and constraints and any issues at hand. The outreach to the community and the visions/goals that would need to be set forth to determine the vision and goals the parks board wants to set for their parks. They also explained the process to identify participants (focus groups). They determined that there needed to be four core groups comprised of Government Officials (City and County); Downtown Stakeholders; Schools (including Park University) and Recreation/Event coordinators.

The Board then discussed and outlined a group of individuals they would like to be participants and which focus group they would fall into.

Discussion ensued about the need for sports fields, which could help draw people to the park for night events which in turn could benefit the downtown area for retail businesses. Also the need for additional lighting along trail would be beneficial for people to utilize the park in the evening hours.

Liaison Sportsman asked if they could determine the demographics of people that actually use the parks. Mr. Rhoades explained that they could not determine the demographics however he did explain a process that can be used with the phone companies that is called Census Tracking. However the tracking can only be used to show attendance within a time frame, but it can track if a large event is keeping patrons in the city after the event, using the restaurants, shopping etc. The tracking can cost an estimated \$5,000 to \$10,000.00 dollars per 24 hour time frame. But it is a process that can help in determining the economic impact an event is placing on the city.

Additional discussion continued about the needs for the park and the park system that the board would like to address, which included improving what they already have.

Questions were addressed about the smaller pocket parks whether they were actually usable with accessibility or are they more of a hindrance for care and maintenance/maintaining. Board member Davidson stated he would think it would be beneficial to invite the neighbors in for a discussion about the smaller neighborhood parks and ask them for their ideas and what they would like to see.

Discussions ensued about additional dates for the steering committee to meet in March and April. Tim Blakeslee stated he would get the Board members to determine which dates were better than others and would in turn get with Vireo.

The representatives ended their presentation/discussion.

## **6. ACTION AGENDA**

### **A. 2016 Community Land and Recreation Board officer Elections.**

Chairman Flamm called for discussion on the elections of the board members.

**Secretary Zink moved to appoint current Chairman Flamm as Chairman. Board member Wassmer seconded. Motion passed 7-0.**

**Chairman Flamm moved to approve current Vice Chairman Laura Ozenberger as Vice Chairman. Board member Wassmer seconded. Motion passed 7-0.**

**Chairman Flamm moved for Secretary Zink to remain as Secretary. Board member Wassmer seconded. Motion passed 7-0.**

It was noted that Michelle Flamm's and Bob Stuteville's term would expire in May. Tim Blakeslee will be on touch with the Mayor on appointments/re-appointments at that time.

**B. Recommend that the Board of Aldermen approve Platte Landing Park Wetlands farming agreement.**

Public Works Director Alysen Abel shared with the Board that the Platte Landing Park is owned by Platte County; however the City of Parkville is responsible for the maintenance of the park, including the mitigated wetland and native vegetation area. The City and County signed a Cooperative agreement addressing the maintenance of the park, allowing the City to determine the best course of action for maintenance of the park area.

The agreement stipulates that the City will mow a ten foot strip along all walking trails and around all active developed park amenities, but the City did not plan to actively maintain the native vegetation area until the implementation of Section 1135 wetland restoration project being considered by the City, Platte County and the Army Corps of Engineers. Since the Adoption of the agreement the City was advised that they must maintain the wetland area in order to control invasive species. Several failed attempts at managed burns, mowing and spraying had led staff to reach out to area farmers to determine if there was interest in farming the area, to aid in controlling the city's maintenance costs until the construction of the corps project.

The County had entered into an agreement on January 10, 2010 prior to park construction with Mr. Brian Kringle in regards to farming the area. The agreement gives Mr. Kringle the first right to maintain and farm the property with no additional compensation to the County. The city was not aware of the agreement prior when executing the cooperative agreement between the city and county on September 16, 2013.

Abel reminded the board that at the January 13, 2016 CLARB meeting that staff recommended honoring the agreement and negotiating a land lease farming agreement with Mr. Kringle. However the board had risen several questions concerning the agreement and if the City was legally bounded by the 2010 agreement. Since that last meeting staff reached out to legal counsel and they have advised honoring the agreement between Platte County and the Kringles since the agreement predates the agreement between the City and Platte County. However legal will do further analysis to determine if the City has any claims to recoup any lost revenues from the County for failure to disclose the 2010 Kringle agreement prior to the execution of the Cooperative Agreement.

The City has drafted a lease agreement for the farming operations for a 3-year term, in an effort to bridge the gap until the construction of the Section 1135 Corp of Engineers Project, which would alleviate the City's responsibility for maintain the wetland area. At the end of the 3-year term, Mr. Kringle will leave the land as harvested ground.

Abel asked for the board to recommend this proposal or add additional information for them to approach the Board of Aldermen for final recommendation.

Discussion ensued with the Board whether the City should honor the contract Mr. Kringle has with County, ask Mr. Kringle to relinquish his contract and take the farming aspect out to bid for a higher cost per acre rental, or to not honor the contract at all.

Chairman Flamm asked for additional alternatives if any. Question was raised to ask the County for reimbursement.

Liaison Sportsman shared his research on pricing and bushel to the acres and the long range scope of farming it.

Questions were raised about access to the property with farming equipment, would the farmer be entering via Parkville, or the neighboring farmland.

Chairman Flamm asked for any additional comments or concerns from the Staff or the Board members. Seeing none Chairman Flamm called for a motion.

**Chairman Flamm moved for staff to recommend approval of Platte Landing Park wetlands farming agreement for a term of three years contingent upon additional conversations with Mr. Kringle and Platte County for modifications; and should the terms of the agreement not be modified the Board agreed to the original staff recommendations. Secretary Zink seconded. Motion passed 7-0.**

## **7. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. MSPA Executive Director Update**

Tim Blakeslee relayed that the new Executive Director for Main Street Parkville Association was David Leader.

#### **2. CLARB Board Terms Reminder**

Tim Blakeslee will be sending reminders that terms are coming due.

#### **3. Event Guidelines**

Tim Blakeslee has met with MSPA for any concerns and event coordinating with the event guidelines.

### **B. Public Works**

#### **1. Parks Report – January**

Public Works Director Abel provided an update on the Parks activities.

Secretary Zink stated that he had observed several areas of the trail that were sloppy and needed to be re-crowned. Abel said she would reach out to the Parks Superintendent concerning the trail.

#### **2. English Landing Park Restroom Update**

Public Works Director Abel gave an update of the Parks Restroom bid opening. The lowest bid is \$100k over the budget for the project. She will work with the architect to find a way to value engineer the project. There were several bidders and a lot of interest in the project, but the Board of Aldermen might have to rebid the project.

#### **3. Tree City USA**

Arbor Day celebration is in April.

**4. Administrative Assistant Update**

Jan Davis left the City to enjoy retirement with her husband and staff was in the process of advertising the position.

**8. MISCELLANEOUS ITEMS FROM THE BOARD**

Board Member Davidson stated that restoration of the Dorothy Day Cabin off of Green Hills Road began and the contract for the river trail behind the tank farm has been finalized

**9. ADJOURMENT**

Seeing no other discussion, Chairman Flamm called for a motion to adjourn.

**Board Member Davidson moved to adjourn and Board Member Arnold seconded. Motion passed 7-0. Meeting adjourned at 9:30 p.m.**

The minutes for February 10, 2016, having been read and considered by the Board, were approved on this the 14th day of April 2016.

\_\_\_\_\_  
Kelly Yulich  
Community Development Department Assistant

\_\_\_\_\_  
Date

## **CITY OF PARKVILLE Policy Report**

Date: Monday, April 4, 2016

Prepared By:

Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:

Alysen Abel  
Public Works Director

ISSUE:

Approve the Color Storm 5K event in English Landing Park and Platte Landing Park on Sunday June 12, 2016.

BACKGROUND:

The Color Storm 5K on June 16, 2016 is a new tier 2 5K Run on the certified 5K/10K course through English Landing Park and Platte Landing Pak. This event will serve as a fundraiser for Shriner's Hospital for Children. The event, including setup and tear down, will take place between 5:30 a.m. and 2:00 p.m. The race itself will begin at 9:00 a.m. The event is described as:

*"A run through English Landing Park in Parkville, MO in a "storm" of color along the beautiful scenic Missouri River. Color euphoria and elation await you in what is shaping up to be the perfect Storm. This is a non-timed fun run event."*

Per the Guidelines for Events in Parkville a new Tier 2 event must be approved by the Community Land and Recreation Board (CLARB). The estimated attendance will be 1000-1500 individuals. Event Organizer Raul Flores, on behalf of the Raceday Timing Solutions, has completed the event application to a level deemed acceptable by City Staff. Mr. Flores has also met in person with City Staff to further describe the details of the event. The application and related documents are attached to this report as Attachment 1. The event will include four (4) color stations in which non-flammable and washable color dust will be thrown onto the runners.

The event organizer will need to provide other requested information, including proof of insurance, event payment, and the event deposit to the City of Parkville seven days prior to the event date to receive the final permit. City park staff recommends that a deposit of \$500 to be collected for this event because it is a new event and staff is unsure how well the grass will handle the color dust. Events are still held liable for damage beyond the deposit amount if additional park damage does occur. Deposits are calculated by looking at foreseeable areas of grass or park damage and then calculating the estimated cost to repair the area back to normal. If the Color Storm 5K returns with good standing in 2017, it will be deemed a repeat event and will no longer need CLARB approval.

BUDGET IMPACT:

Per the Guidelines for Events in Parkville the City of Parkville will collect \$345 as an event fee based on the event application and other requests from the event organizer. This fee is due 60 days prior to the event. If other applicable fees arise during the course of the event, the event organizer will be invoiced following the event.

ALTERNATIVES:

1. Approve the Color Storm 5K event on June 16, 2016 as described in the attached special event application.
2. Approve the Color Storm 5K event with revisions outlined by the Community Land and Recreation Board.
3. Provide other direction to staff regarding the Color Storm 5K event.

## **ITEM 4A**

*For 4-13-16*

*Community Land and Recreation Board*

4. Postpone the item.

### STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board (CLARB) approve the Color Storm 5K event on June 16, 2016 as described in the attached special event application.

### POLICY:

Section 140.0350 of the municipal code indicated that park facilities may be reserved as part of an approved special event permit issued in accordance with the guidelines for events in Parkville. New tier 2 events require Community Land and Recreation Board (CLARB) approval.

### SUGGESTED MOTION:

I move to approve the Color Storm 5K event on June 16, 2016 as described in the attached special event application.

### ATTACHMENT:

1. Special event application and related documents.

Shiners  
Hospital for children

[Redacted]



CITY OF PARKVILLE  
8880 Clark Avenue  
Parkville, MO 64152

Date Submitted \_\_\_\_\_  
Application # \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Permit # \_\_\_\_\_

[Redacted]

### NEW SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. Please refer to the Application Information and corresponding sections in the Event Rules and Conditions to answer most questions. Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

#### 1. EVENT INFORMATION:

Event Name: Color Storm SK

Event Location: English Landing Park Event Tier: 2

Detailed event description (additional room on next page or sheet may be attached): A fitness event where individuals will hit a "storm" of colored cornstarch *(non-flammable!)*

Estimated attendance: 1,000 - 1,500 participants

Event Date(s) and Times: June 12, 2016 Start time 9am

Set up date/time: 5 or 6am Cleanup finished date/time: 2pm

Sunday

*non-flammable*

#### 2. APPLICANT / CONTACT INFORMATION:

**Applicant(s)**  
Name: Raul Flores  
Organization: Race Day Timing Solutions  
Address: 208 W. 74th St  
City, State, Zip: Kansas City, MO  
Phone: 816 399 5330 Fax: \_\_\_\_\_  
Emergency #: 913-206-4334  
E-mail: raul@resultskc.com

**Property Owner(s), if not applicant or City**  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Emergency #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Alternative Contact**  
Name: Tyler Abregts  
Phone: 608 213 4415  
tyler.raceday@gmail.com

**Alternative Contact**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

*Shelter, Reservations  
-o Bill's, Streets*

[Redacted]

Detailed event description continued (Attach additional sheet if necessary): This event is very similar to The Color Run or Color Me Rad. The SK for our event will have 3-5 color stations set up periodically throughout the course.

3. EVENT TYPE:

- Run     Walk     Parade/March     Bike Race/Tour     Street Fair     Concert     Film     Carnival     Other: \_\_\_\_\_

4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to also have a shelter reservation with your event? Yes: \_\_\_ No: X **TBD**

If Yes: Attach a Shelter Reservation Permit. Note: You must fill out this application to receive the free shelter and add additional shelters to your event. A 5K/10K receives the McKeon Stage instead of a shelter. Shelters for a 5K/10K are an additional expense.

Do you want to have a Performance Stage for your event? McKeon Stage: X River Stage: \_\_\_

Do you want to also have a ball field reservation with your event? Yes: \_\_\_ No: X

If Yes: Attach a Ball Field Reservation Permit

5. SITE PLAN

Where do you plan to have your event? City Park: X Other Public Property: \_\_\_\_\_

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document.

Explain Your Site Plan (Attach additional sheet if necessary): Please see attached document.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes:  No:

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary):

We will utilize the parking lots at English Landing and Park University for overflow. Please see attached documents for a more detailed description

Do you request the use of Ball Field 1 for Parking? Yes:  No:

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary):

Please see attached document

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary):

Email participant that have been registered through our event website, notifying them of the cancellation. See attached for example.

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary):

Please see attached document.

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): See attached

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary):

See attached

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary):

See attached

13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a utility connection/s at your event? Yes:  No:  TBD

If Yes: How Many Electric Pedestals? TBD

If Yes: How Many Distribution Panels? 0 (2 maximum)

If Yes: How Many Water Hookups? TBD (5 maximum) Only if necessary

Additional Utility Requests (Attach additional sheet if necessary):

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes:  No:

If Yes: Explain (Attach additional sheet if necessary):

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: \_\_\_ No: X

If Yes: Please Explain (Attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: X No: \_\_\_

If Yes: Attach a Sign Permit Application

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: \_\_\_ No: X (If Yes, see the Alcohol Guidelines)

Are you having amplified music?... Yes: X No: \_\_\_ (If Yes, complete question 18 on pg. 13)

Do you plan to have fireworks?..... Yes: \_\_\_ No: X (If Yes, complete question 19 on pg. 14)

Will you have food/sales vendors? TRP Yes: X No: \_\_\_ (If Yes, complete question 20 on pg. 15-16)

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. DJ
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

19. FIREWORKS PLAN

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan (Attach additional sheet if necessary):

N/A

Application Continues on the Next Page

## CHECK LIST

<b>Required Items</b>	
✓	\$25 Special Event Application Fee. Applies toward event fee.
✓	\$300 Park Event Fee/\$50 Public Space Event Fee/\$25 Private Space Event Fee/Parade Fee
✓	Completed Event Information, Application Contact Information, Event Type Sections.
✓	Completed Site Plan Section.
✓	Completed Parking Plan Section.
✓	Completed Public Information and Cancellation Notice Sections.
✓	Completed Security Plan.
✓	Completed Restroom and Clean-Up Plan.
✓	Completed First Aid Plan.
<b>Optional Park Event Items</b>	
	Completed Shelter Reservation Application for included park shelter.
	\$25/\$35 Shelter Reservation Application and for additional non-peak time park shelters.
	\$50/\$60 Shelter Reservation Application and for additional peak time park shelters.
	\$100/\$125 McKeon of River Stage Fee.
	\$20 per hour per court Sports Field Reservation Application and Fee.
<b>Additional Items (If Needed)</b>	
	\$10 Per Electric Pedestal/ \$10 Per Water Hookup/ \$25 Per Distribution Panel
	Completed Roadway Closure Section.
	City Staff Request \$30.00/hour per staff member.
	\$10 Temporary Sign Application and Fee.
	\$15 Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
	Completed Performance Section.
	Completed Fireworks Section.
	Completed Vendor Section.
<b>Due 7 Days before the Event</b>	
	Additional Fees and other Requested Information.
	Deposit Payment.
	Proof of Insurance. See the Event Rules and Conditions for more Info.
	Proof of Additional Insurance (Vendor, Fireworks, Animal, Ride, etc).

**Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.**

<b>Helpful Phone Numbers</b>	
Parkville City Administration 816-741-7676	Missouri Liquor Control 573-526-2769
Parkville Police Department 816-741-4454	Platte County Health Department 816-587-5998
Southern Platte Fire Protection District 816-741-2900	

## **5. Site Plan**

Please review site plan on the next page

## **6. Parking Plan**

Please see site plan on the next page

## **7. Public Information**

Under the suggestion from the City of Parkville and English Landing Park, a letter will be sent out to surrounding businesses and residents will be impacted by the event. Restaurants and businesses will be warned that they may experience high volume through their business after the event concludes. If a letter is necessary, a detailed copy will be provided to the City of Parkville.

## **8. Cancellation Notice**

We do not anticipate having to cancel the event. However if there is a need for cancellation with 48 hours advance of event day, and email will be sent to all participants that registered for the event. The email will read *"Dear Participant, Unfortunately due to unexpected circumstances, the Color Storm 5K at English Landing Park on Sunday June 12<sup>th</sup>, 2016 has been cancelled. We apologize for this inconvenience and hope you understand. More information to follow this email."*

## **9. Security Plan**

We plan to have crowd control barriers at the start and the finish to create an easy flow of participant traffic. Many volunteers will be on site to help with crowd control. Off-duty police support will be paid for by RDTS. Number of officers to be hired is TBD. Volunteers will be obtained from local non-profits as well as the Shriners Hospital for Children.

## **10. Restroom Plan**

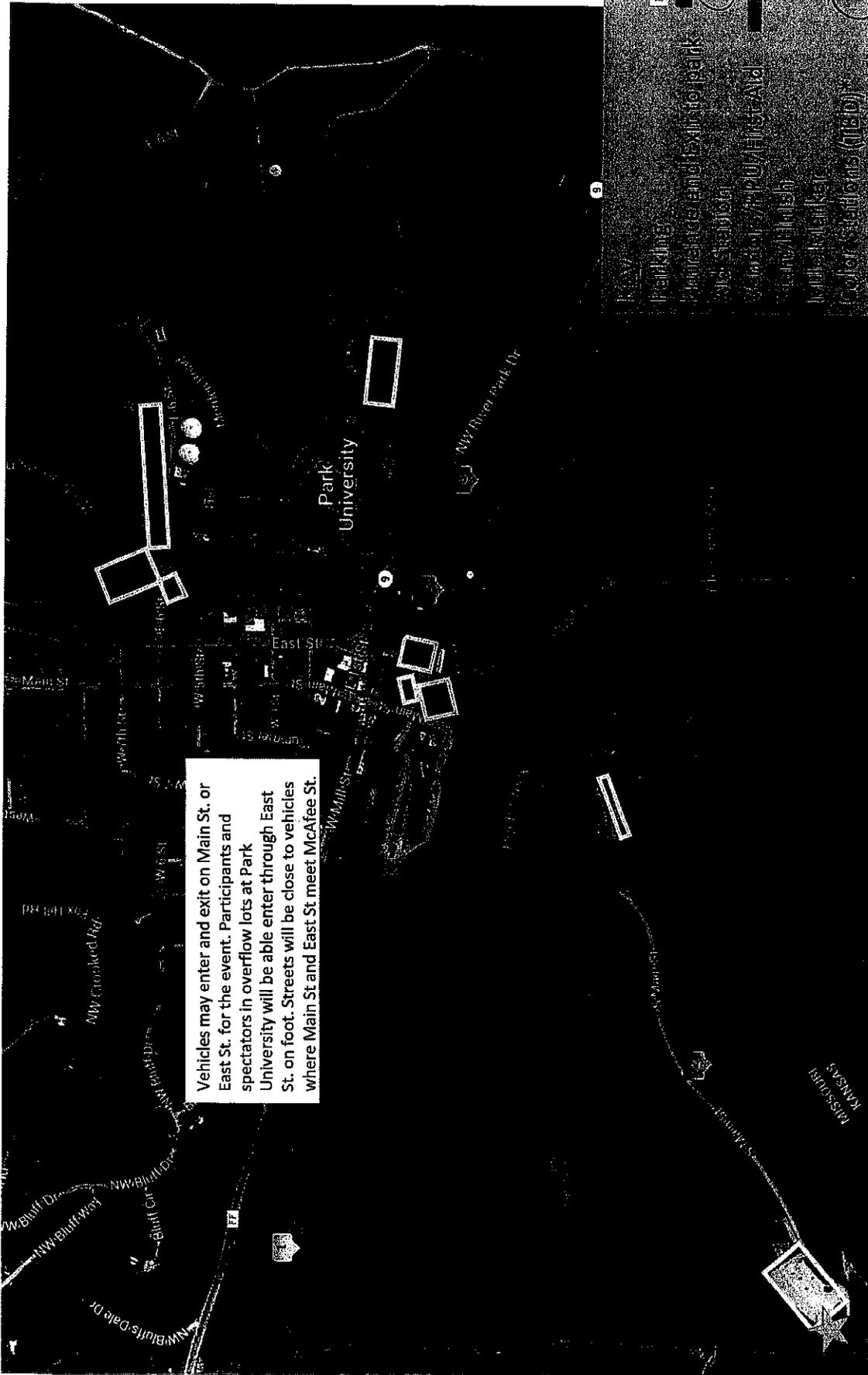
The Color Storm plans on utilizing the English Landing Park facilities for the first 1,000 participants. Our goal is 1,000 participants and will provide any additional restrooms necessary for participants over 1,000. Two (2) Portable restrooms per 500 additional participants

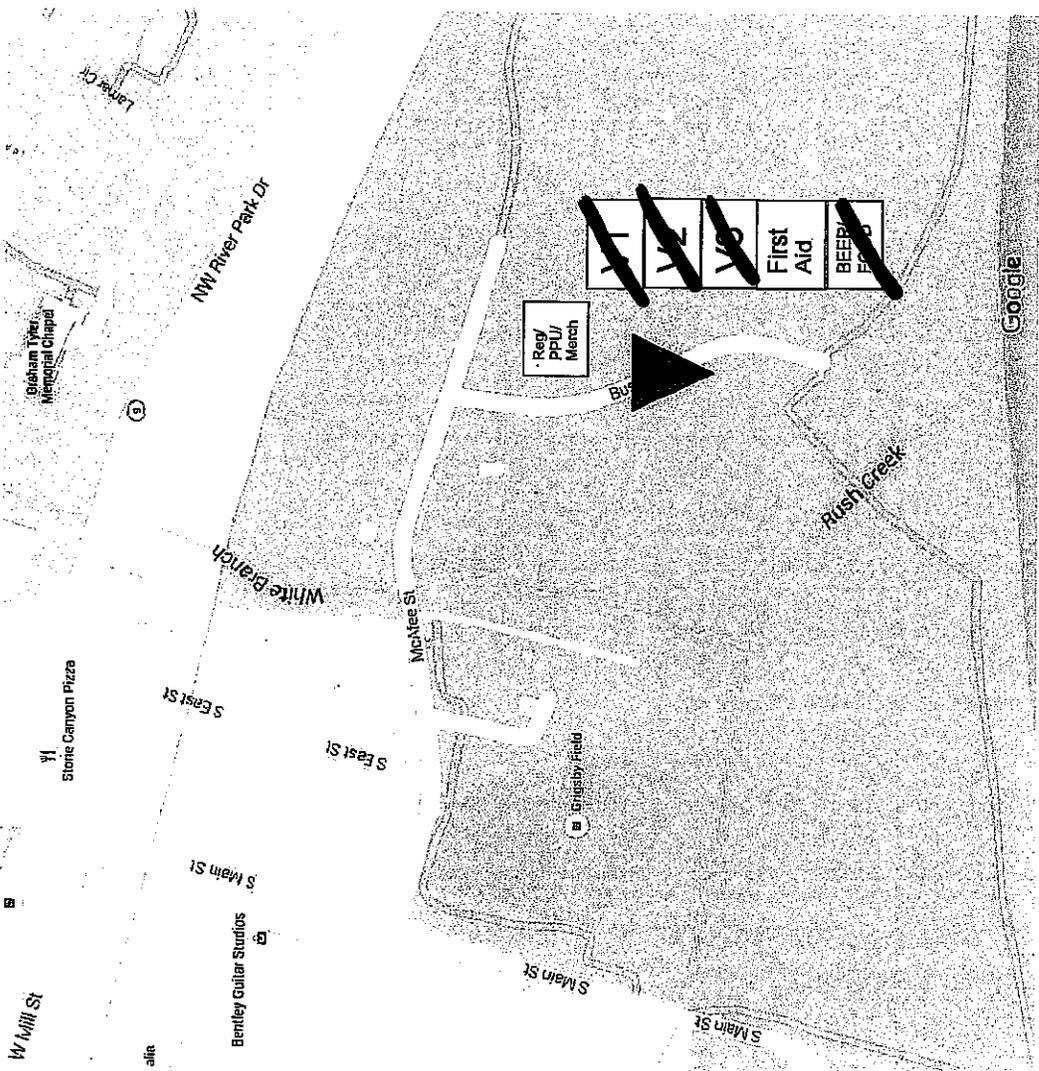
## **11. Clean Up Plan**

Color Clean Up: The color we will use is a dyed cornstarch and will wash away after a few heavy rains. To expedite this process, we will follow the last runner with water truck spraying away the majority of the color. The color stations will be set up near areas with easy drainage (i.e. storm drains) to wash away the color. The colors stations will be contained to certain areas for easier clean up.

Garbage: Utilize the trash barrels that are located throughout English Landing Park and we will providing portable trash cans for course clean up and the necessary areas needing extra clean up (start/finish, color stations, aid stations, etc.) Volunteers and staff members will empty these trash bins periodically

\*\*\*\*Color stations are TBD by areas of sewer drains, water access, easily accessible, etc. based on the required route. The areas on the map are potential set up areas.





V1 = Vendor 1

▲ = Start/Finish

The vendor map is subject to change and modification as the event date is closer. When we are able to provide a more accurate vendor list, we will do so. This is an example of what our map would look like.



Date Submitted: 1-25-16  
 Application #: 150716-01  
 Date Approved: 1-25-16  
 Permit #: 15P416-01  
 Removal Date: 10-13-16

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7878 • FAX (816) 741-0015

**Application for Temporary Sign Permit**

**1. Business Information**

Name of business/entity for which the sign is requested: Race Day Timing Solutions "Color Storm"  
 Address and/or general location: 208 W 79th SE, Kansas City MO 64114

Sign will be placed near park information and map.  
 Zoning District: PLCO Current Use: PARK

Do any covenants and/or deed restrictions apply to this business:  Yes  No  
 Note: If yes, this application must be accompanied by signed approval of the association/entity enforcing such.  
 Number of temporary permits previously issued for this property/use: 0 N/A  
 Note: Only three (3) temporary signs are permitted per business in any given year.

**2. Contact Information**

**Applicant(s):**  
 Name: Paul Flores  
 Address: 208 W 79th SE  
 Phone: 816 399 5530  
 Fax number: \_\_\_\_\_  
 Email: info@resultskc.com

**Property owner(s), if other than applicant:**  
 Name: English Landing Park  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Sign company:**  
 Name: TBD  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Other contact (if any):**  
 Name: Tyler Aikens  
 Address: \_\_\_\_\_  
 Phone: 608 213 4415  
 Fax number: \_\_\_\_\_  
 Email: tyler.raceday@gmail.com

Contact(s) for correspondence:  Applicant  Owner  Sign company  Other \_\_\_\_\_

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that no sign shall hereafter be erected, re-erected, constructed, altered or maintained except in conformance with the Parkville City Code. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

Applicant's Signature (Required) Paul Flores Date: 1/23/15  
 Property Owner's Signature (Required) On File Date: 1/25/16

Application #: TSPA16-01

**3. Sign Information**

Type:  banner  sandwich board (not permitted in the OTD)  other: \_\_\_\_\_

Dimensions/area: Height 3ft Width 10ft Area (16 sq. ft. max): \_\_\_\_\_

Material: Canvas & Vinyl lettering

Proposed location: Near the park map sign across the street from Farmer's Market

*Note: With the exception of banners approved by the Community Land and Recreation Board or Board of Aldermen for special public events, all temporary banners are restricted to ground floor windows only.*

Proposed method of attachment: on ground attached to sign posts.

When is 30 day temporary permit requested to begin? ~~4-2~~ 5-13-16

**4. Checklist of required submittals**

- Completed application.
- A sketch showing the sign dimensions, text and graphics.
- A drawn elevation, site plan and/or photo of the building showing proposed sign location.
- Authorization signature of the applicant and property owner.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

ON FILE →  
MA →

Application accepted as complete by: Kelly Gulich 1-25-16  
Name / Title Date

EVENT DATE 6/12/16

**For City Use Only**

Action Taken:  Approved  Approved with Conditions  Denied

Date of Action: 1-25-16 Name / Title: Kelly Gulich - ASST. TO CO DIRECTOR

Signature: Kelly Gulich

Special conditions if any: \_\_\_\_\_

MUST be on private property OUTSIDE OF Right of way. MUST be REMOVED AFTER EVENT.

Permit Fee: 0

Payment:  Check # \_\_\_\_\_  M.O. \_\_\_\_\_  Cash

BOY

COLOR

STO



Box



# RISE 5K RUN

LANHAM CITY TRACK CLUB  
RUNNING SPORTS  
RACE DAY TIMING SOLUTIONS



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/27/2015

**PRODUCER**  
East Main Street Insurance Services, Inc.  
Will Maddux  
PO Box 1298  
Grass Valley, CA 95945  
Phone: (530) 477-6521 Email: info@theeventhelper.com

**INSURED**  
RaceDay Timing Solutions  
Raul Flores  
6600 Wyoming St  
Kansas City, MO 64113

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Essex Insurance Company	39020
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A Y	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5440-M884613	06/12/2016	06/13/2016	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DEDUCTIBLE \$ 1,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
Attendance: 195, Event Type: 5 K Run.

### CERTIFICATE HOLDER

City of Parkville  
8880 Clark Avenue  
Parkville, MO 64152

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE *Will Maddux*

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
City of Parkville 8880 Clark Avenue Parkville, MO 64152
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

## **CITY OF PARKVILLE Policy Report**

Date: April 1, 2016

Prepared By:

Kelly Yulich

Assistant to the Community Development  
Director

Reviewed By:

Tim Blakeslee

Assistant to the City Administrator

ISSUE:

Approve text amendments to the Parkville Municipal Code Chapter 463 to add a new Parkland and Conservation District (PCLD) Temporary Sign permit and to update the Guidelines for Events in Parkville accordingly.

BACKGROUND:

Currently, the City does not allow temporary promotional signage in City Parks or Conservation areas during city approved events or activities. The only available options are temporary promotional signs that must be displayed on private property. The temporary promotional signs have a time limit of thirty (30) days and then must be removed. The applicants must also adhere to a maximum square footage for a temporary sign of sixteen (16) square feet in area with a fee of \$10.00 per sign. Currently all temporary signs must have the removal date printed clearly on the lower right-hand corner, as viewed from the exterior.

Local special event organizers have indicated that these rules are inadequate for promoting events on event days. Multiple special event organizers have requested the ability to have signage in the park during their event for promotion, sponsorship and indication to attendees that they are in the correct location in the Park.

The proposed text amendments create the Parkland and Conservation District Temporary Sign permit (Attachment 1), and the Parkland and Conservation District (Attachment 2). The permit will allow administrative approval of various banners, flags and yard signs within City Parks and Conservation areas as part of an approved special event permit issued in accordance with the Guidelines for Events in Parkville pursuant to Municipal Code Section 140.345 or other city approved Park activities as approved by the Board of Aldermen (such as a Board approved use of Vikings Field). A Parkland and Conservation District Temporary Sign can only be displayed during event days and then must be removed, unless authorized throughout a season such as the Vikings Field Football season.

The permit will allow staff to approve signs or banners that does not exceed sixteen (16) square feet. The exception being larger sized signs or banners that exceed sixteen (16) square feet would need to be approved through the Community Land and Recreation Board (CLARB). Sixteen (16) square feet is the maximum size that city staff may approve for other signage permits without an appeal to the appropriate governing body.

Creating a specific section in Article IV of Chapter 463-Sign Code in the Parkville municipal Code entitled "PLCD" Parkland and Conservation District will allow rules and regulations for signage within the specific district, which can include but not be limited to: size, removal dates, physical location and types of temporary signage.

## **ITEM 4B**

*For 04-13-16*

*Community Land and Recreation Board*

### BUDGET IMPACT:

There would be no cost impact to the City. There would be a nominal impact in temporary sign permit fees collected. The permit fee is intended to offset staff time for signage approval.

### ALTERNATIVES:

1. Recommend that the Planning and Zoning Commission approve a text amendment for the addition of a new temporary sign permit titled "PLCD" Parkland and Conservation District Temporary Sign Permit and approve a new section in Chapter 463 Article IV titled "PCLD" Parkland and Conservation District which outlines the permitted signs in said district with final approval by the Board of Aldermen and to update the Guidelines for Events in Parkville accordingly with final approval by the Board of Aldermen.
2. Recommend that the Planning and Zoning Commission approve a text amendment for the addition of a new temporary sign permit titled "PLCD" Parkland and Conservation District Temporary Sign Permit and approve a new section in Chapter 463 Article IV titled "PCLD" Parkland and Conservation District which outlines the permitted signs in said district with final approval by the Board of Aldermen and to update the Guidelines for Events in Parkville accordingly with final approval by the Board of Aldermen with modifications outlined by the Community Land and Recreation Board.
3. Postpone the item.

### STAFF RECOMMENDATION:

Staff recommends that CLARB recommend that the Planning and Zoning Commission approve a text amendment for the addition of a new temporary sign permit titled "PLCD" Parkland and Conservation District Temporary Sign Permit and approve a new section in Chapter 463 Article IV titled "PCLD" Parkland and Conservation District which outlines the permitted signs in said district with final approval by the Board of Aldermen and to update the Guidelines for Events in Parkville accordingly with final approval by the Board of Aldermen.

### POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

Currently, there are no sign regulations for the park. The Board of Aldermen may allow historical markers to be placed in English Landing Park with the recommendation of CLARB.

### SUGGESTED MOTION:

I move to recommend that the Planning and Zoning Commission approve a text amendment for the addition of a new temporary sign permit titled "PLCD" Parkland and Conservation District Temporary Sign Permit and approve a new section in Chapter 463 Article IV titled "PCLD" Parkland and Conservation District which outlines the permitted signs in said district with final approval by the Board of Aldermen and to update the Guidelines for Events in Parkville accordingly with final approval by the Board of Aldermen.

### ATTACHMENT:

1. Proposed "PLCD" Parkland and Conservation Temporary Sign Permit
2. Proposed Ordinance



Date Submitted: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**Application for Temporary Sign Permit in "PLCD" Parkland and Conservation District**

**1. Entity Information**

Name of entity for which the sign is requested: \_\_\_\_\_  
Address and/or general location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Contact Information**

<b>Applicant:</b>	<b>Additional Contacts (if any):</b>
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Fax number: _____	Fax number: _____
Email: _____	Email: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that no sign shall hereafter be erected, re-erected, constructed, altered or maintained except in conformance with the Parkville City Code. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

**Applicant's Signature** (Required) \_\_\_\_\_

**3. Sign Information**

Type: Banner Yard Type Sign(s), # of Type Yard signs: \_\_\_other: \_\_\_\_\_  
Dimensions/area: Height \_\_\_\_\_ Width \_\_\_\_\_ Area: \_\_\_\_\_  
Material: \_\_\_\_\_  
Proposed location (s): \_\_\_\_\_

*Please attach a rendering or photo showing the sign dimensions text and graphics.*

Proposed method of attachment: \_\_\_\_\_  
Date sign(s) are proposed to be in place: \_\_\_\_\_  
Date sign(s) are to be removed: \_\_\_\_\_

**For City Use Only**

Action Taken: Approved Approved with Conditions Denied  
Date of Action: \_\_\_\_\_ Application accepted as complete by: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Payment: Check # \_\_\_\_\_ CCCash

*Note: Banners and large signs larger than sixteen (16) square feet must be approved by the Community Land and Recreation Board for public and private events.*

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE CHAPTER 463 TO ADDRESS TEMPOARY SIGNS IN THE PARKLAND AND CONSERVATION DISTRICTS**

WHEREAS, all required notifications have been published and posted, and all required public hearings on this matter have been held;

WHEREAS, Local organizers have indicated that rules for signage in city park are inadequate for promoting events on event days.

WHEREAS, the Community Land and Recreation Board has reviewed, considered and recommended the above-referenced text amendment. CLARB concluded that the proposed text amendments are appropriate to address common issues and concerns related to outdoor signs and banners and are consistent with the City's goals, objectives and priorities. The Board unanimously recommended approval of the proposed amendment subject to conditions which are incorporated herein by a **vote x to x**; and

WHEREAS, the Planning & Zoning Commission has reviewed, considered and recommended the above-referenced text amendment. At its May 10, 2016 meeting, the Planning & Zoning Commission held a public hearing. The Commission concluded that the proposed text amendments are appropriate to address common issues and concerns related to outdoor signs and banners and are consistent with the City's goals, objectives and priorities. The Commission unanimously recommended approval of the proposed amendment subject to conditions which are incorporated herein by a **vote x to x**; and

WHEREAS, the Board of Aldermen concurs with the Community Land and Recreation Board and Planning Commission's conclusions and accepts their recommendation;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

Section 1 Parkville Municipal Code, Title IV, Chapter 463, is here by amended to include the following sections:

**463.065 "PLCD"-Parkland and Conservation Temporary Sign Permit**

A parkland and conservation temporary sign permit may be issued for temporary promotional, events or sponsorship signs at events including mobile or portable signs and banners, provided they do not exceed sixteen (16) square feet in area. Any Sign exceeding sixteen (16) square feet in area will need approval from the Community Land and Recreation Board (C.L.A.R.B). Each entity may obtain Parkland and Conservation temporary sign permits with an approved event or activities. All temporary Parkland and Conservation temporary signs shall be removed immediately after an approved event has concluded.

**Chapter 463: Sign Code.** Addition to *Chapter 463: Sign code* to add a new section 463.180, "PLCD" Parkland and Conservation District, as follows:

**463.180: "PLCD" Parkland and Conservation District**

Temporary signs and banners in the Parkland and Conservation Districts shall be approved in conjunction with approved events and agreements. All signs shall be limited to the regulations listed in Section 140 City Parks and City Events.

Section 2 The Board of Aldermen hereby adopts additions to the Parkville Municipal Code, Title IV Chapter 463 to include section 463.065 "PLCD"-Parkland and Conservation Temporary Sign Permits and Section 463.180 "PLCD" Parkland and Conservation District.

Section 3 If any portion or section of this ordinance is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, the decision shall in no manner affect the remaining portions of this Section, which shall remain in full force and effect.

Section 4 This ordinance shall be effective upon adoption.

PASSED and APPROVED this 17<sup>th</sup> day of May 2016.

---

Mayor Nanette K. Johnston

ATTESTED:

---

City Clerk Melissa McChesney

## CITY OF PARKVILLE Policy Report

Date: Monday, May 4, 2015

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Alysen Abel  
Public Works Director

ISSUE:

Request approval of revisions to the insurance provisions in 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 and May 4, 2015 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 2015. 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 change to the guidelines:

- Clarification of Insurance Requirements: The specific change in this section is to clarify that event vendors do not need to list the city as additionally insured. Event vendors will only need to list the event organizer as additionally insured. The current language in the event guidelines is unclear and has caused confusion among event organizers and vendors as to who needs covered by what insurance policy. Event organizers will still be required to list the city as additionally insured for the event as a whole. The new language will read:

*Food and Beverage Vendors: In addition to standard permit insurance requirements - \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate are required per each vendor. If insurance is supplied by a vendor, they must list the event organizer as additionally insured. \*\*\**

*\*\*\*Evidence of coverage may be submitted by an event vendor as an alternative to it being supplied by the event organizer.*

It is important to note that the insurance requirements as a whole are vital to have in place to protect the best interests of the City. In at least one instance last year, the city was protected by the additionally insured requirement. The additional requirements take a little more time to explain, but event organizers often just need to reach back out to their insurers and receive an updated policy document.

City staff will continue piece together event guideline revisions and will defer to CLARB's judgment to provide further guidance on these issues as they are presented. As items are approved, Staff will bring the updated documents to the Board of Aldermen for approval at a future meeting.

BUDGET IMPACT:

## **ITEM 4C**

*For 05-13-15*

*Community Land and Recreation Board*

There is no immediate budget impact.

### ALTERNATIVES:

1. Approve the described revision to the guidelines for events in Parkville.
2. Provide other direction to staff regarding the described revision to the guidelines for events in Parkville.
3. Postpone the item.

### STAFF RECOMMENDATION:

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

## **CITY OF PARKVILLE Policy Report**

Date: Thursday, April 7, 2016

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Tim Blakeslee  
Assistant to the City Administrator

ISSUE:

Recommend to the Board of Aldermen that staff prepare and submit a Tree Resource Improvement and Maintenance (TRIM) Grant to the 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.

Urban Tree Service serves as the City's on-call tree service provider, assisting the City with tree trimming and removal for emergency and routine work. The Parks Superintendent met with a Certified Arborist with Urban Tree Service to identify hazardous trees in English Landing Park. A priority list was developed to address hazardous trees that either need to be trimmed or removed. City staff plans to prepare and submit the TRIM grant request in the amount of \$10,000 to help fund trimming of the hazardous trees in English Landing Park.

BUDGET IMPACT:

The 2016 Parks Budget includes \$12,000 for tree trimming. In Parkville's case, MDC would reimburse 75% of the grant request. The city receives 15% bonus matching funds because the City has the Tree City USA designation. As a result, if the city receives the requested amount of \$10,000, the City's contribution would be \$2,500.

ALTERNATIVES:

1. Recommend that the Board of Aldermen direct 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 that the Board of Aldermen direct staff to prepare and submit the TRIM grant request in the amount of \$10,000 to help fund trimming of the hazardous trees in English Landing Park.

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.

SUGGESTED MOTION:

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

## **CITY OF PARKVILLE Policy Report**

Date: Friday, April 8, 2016

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Lauren Palmer  
City Administrator

ISSUE:

Approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail between Parkville, Riverside, and Platte County.

BACKGROUND:

The first segment of the Missouri Riverfront Trail opened 2008 in Riverside. It has long been a priority of Platte County to connect the Missouri Riverfront Trail to English Landing Park. In March 2015, the Board of Aldermen approved Resolution No. 03-04-15 supporting the City of Riverside's application for a Land Water and Conservation Fund (LWCF) grant for extension of the Missouri Riverfront Trail.

Riverside was successful in obtaining an LWCF grant in an amount of \$75,000. The local match will be provided by Platte County through the parks and stormwater sales tax. Platte County will oversee the construction project. The project is split into Phase 1 and Phase 2 and as depicted in Attachment 1. Phase 1 extends from the existing trail in Riverside behind the Magellan property to Route 9. Phase 2 is the final 700 foot connection along Route 9 to English Landing Park. Additional easements are needed for Phase 2, but the County is prepared to proceed with Phase 1. The County has executed a final design contract with TranSystems and hopes to be under construction with Phase 1 by August 1, 2016.

Parkville, Riverside, and Platte County have negotiated a draft construction, maintenance, and use agreement to legally define the various aspects of the relationship (Attachment 2). Parkville's responsibilities include review and approval all final design and construction documents, access to review and inspect construction progress, review and approval of final construction, and daily and ongoing maintenance on the completed trail and easement area. The agreement also stipulates access/use of the property, ownership of the improvements, and insurance requirements. In general, the City will be responsible for all daily operations and maintenance for the trail within the city limits of Parkville. This includes tasks such as mowing, tree/shrub pruning, trash removal, trail surface maintenance, and minor gate/fence maintenance. The agreement specifies the City may charge rental fees for programming and special events.

The County is responsible for all capital maintenance and replacement of improvements. This includes trail resurfacing and removal or replacement of damaged or unsafe infrastructure. The City will commit available in-kind resources (manpower and equipment) for natural disaster response and recovery, but the County will be responsible for major repair and restoration beyond the City's initial efforts. The draft agreement is consistent with the partnership arrangement between the City and County for Platte Landing Park.

BUDGET IMPACT:

The maintenance will be absorbed with existing staff/equipment and scheduled with other priorities in the parks system. The Public Works Department estimates approximately \$2,500 to \$3,000 per year in man-hour cost to meet the maintenance obligations associated with the

## **ITEM 4E**

*For 04-13-16*

*Community Land and Recreation Board*

completed trail. This is calculated by approximately 18 hours per month of work at \$13 per hour. This estimate involves mowing three times a month, weekly trash removal, and miscellaneous trail repair. Due to the relatively short distance of this trail segment, the impact on the parks system should be negligible at this time.

### STAFF RECOMMENDATION:

Staff recommends that CLARB recommend that the Board of Aldermen approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail between Parkville, Riverside, and Platte County.

### ALTERNATIVES:

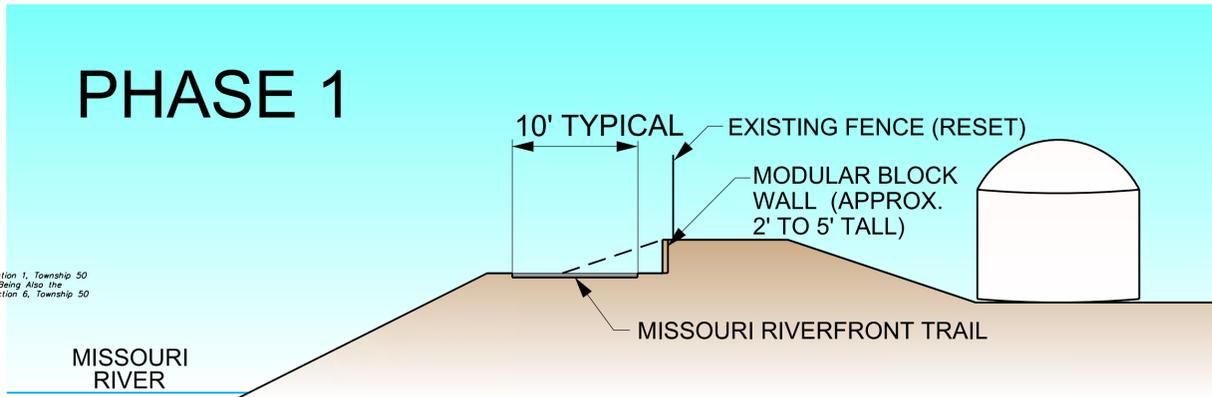
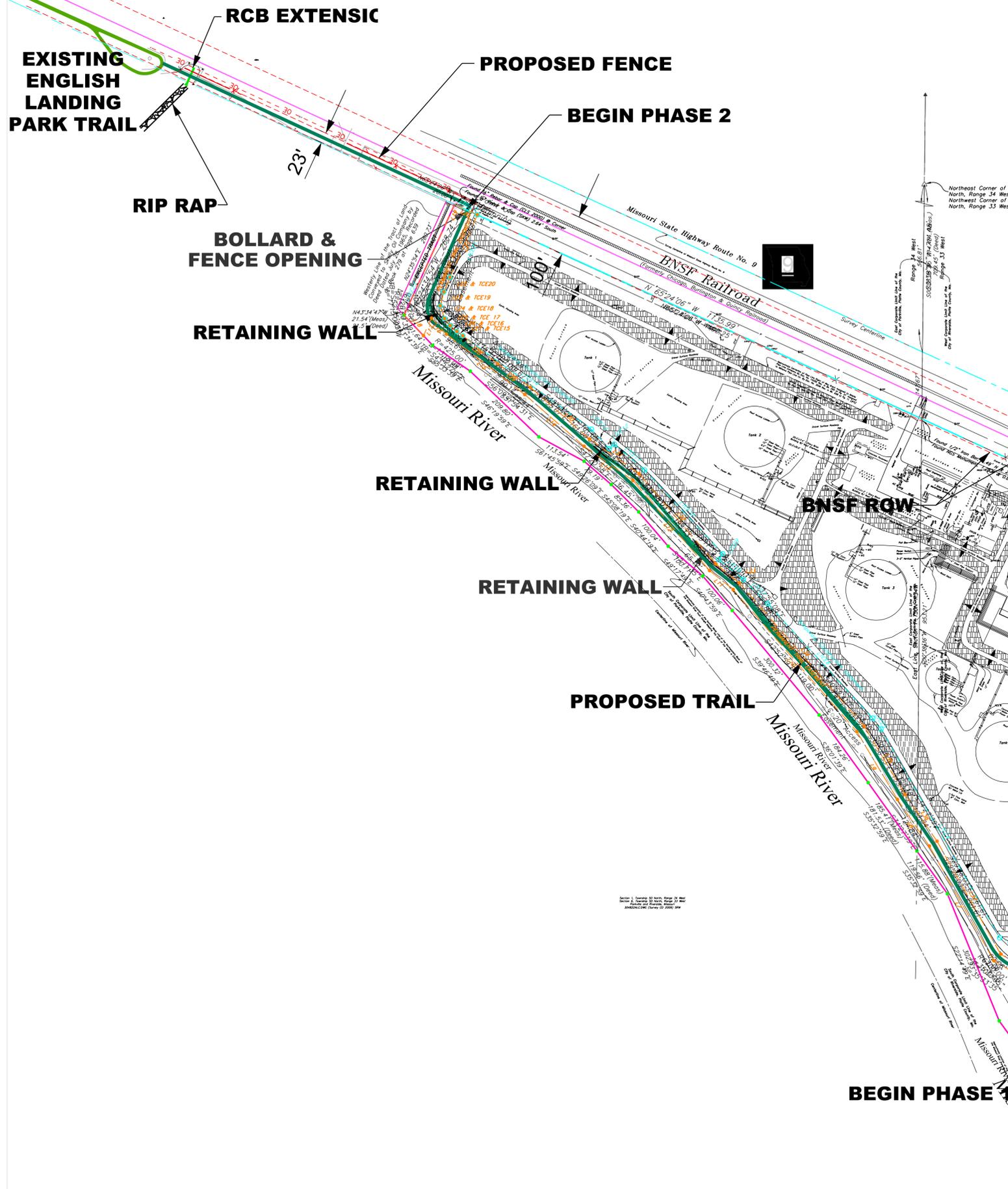
1. Recommend that the Board of Aldermen approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail between Parkville, Riverside, and Platte County.
2. Direct staff to negotiate modifications to the agreement requested by the Community Land and Recreation Board.
3. Do not approve the agreement and provide further direction to City Administration.
4. Postpone the item.

### SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a construction, maintenance, and use agreement for the Missouri Riverfront Trail between Parkville, Riverside, and Platte County.

### ATTACHMENTS:

1. Proposed Missouri Riverfront Trail Plan
2. Draft Agreement



# RETAINING WALL SECTION

PERMANENT TRAIL EASEMENT BEARING/DISTANCE TABLE

LINE	BEARING	DISTANCE
L1	S24°35'54" W	176.36'
L2	N65°24'06" E	80.00'
L3	N24°35'54" E	105.80'
L4	N30°00'59" W	49.86'
L5	N40°51'50" W	125.81'
L6	N59°17'52" W	153.90'
L7	N29°28'53" W	290.47'
L8	N34°22'59" W	124.71'
L9	N30°56'55" W	174.16'
L10	N41°02'46" W	416.09'
L11	N51°10'11" W	66.88'
L12	N40°28'36" W	261.21'
L13	N55°02'08" W	131.89'
L14	N48°53'07" W	125.78'
L15	N52°29'02" W	216.76'
L16	N42°48'10" W	48.03'
L17	S24°35'54" W	42.67'
L18	N43°34'54" W	62.17'
L19	N24°35'54" E	268.74'
L20	S65°24'06" E	55.17'
L21	S34°42'48" E	150.58'
L22	S22°49'09" E	34.65'
L23	S14°26'23" W	32.20'
L24	S19°27'02" E	29.59'
L25	S18°02'28" E	19.65'
L26	S48°52'17" E	19.74'
L27	S54°02'26" E	16.40'
L28	S51°15'27" E	97.98'
L29	S54°15'47" E	89.85'
L30	S48°53'07" E	123.63'
L31	S55°02'08" E	133.37'
L32	S40°28'26" E	261.91'
L33	S51°10'11" E	66.77'
L34	S41°02'46" E	419.63'
L35	S30°56'55" E	125.33'
L36	S14°27'19" E	124.91'
L37	S29°28'03" E	286.01'
L38	S59°17'52" E	151.82'
L39	N40°51'50" E	180.89'
L40	S30°00'59" E	37.65'
L41	N24°35'54" E	45.92'
L42	S65°24'06" E	80.00'

TEMPORARY CONSTRUCTION EASEMENT BEARING/DISTANCE TABLE

LINE	BEARING	DISTANCE
TCE1	N65°24'06" W	80.00'
TCE2	N42°10'58" W	203.67'
TCE3	N59°17'52" W	176.85'
TCE4	N39°40'40" W	530.05'
TCE5	N38°14'57" W	30.20'
TCE6	N42°32'28" W	343.10'
TCE7	N45°32'28" W	75.78'
TCE8	N51°05'13" W	69.57'
TCE9	N33°24'43" E	15.77'
TCE10	N43°28'36" W	253.18'
TCE11	N49°34'19" W	87.69'
TCE12	S49°25'51" W	15.07'
TCE13	N42°36'15" W	57.80'
TCE14	N54°02'58" W	351.17'
TCE15	N54°02'58" W	16.40'
TCE16	N48°53'07" W	19.74'
TCE17	N38°02'28" W	19.65'
TCE18	N19°27'03" W	29.38'
TCE19	N14°26'23" E	32.20'
TCE20	N22°49'09" E	34.65'
TCE21	N24°44'24" E	150.58'
TCE22	N65°24'06" W	55.17'
TCE23	S24°35'54" W	268.74'

## **MISSOURI RIVERFRONT TRAIL CONSTRUCTION, MAINTENANCE & USE AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Riverside, Missouri, a fourth-class city (“Riverside”), the City of Parkville, Missouri, a fourth-class city (“Parkville”) and Platte County, Missouri, a first-class county (“County”), collectively known as the parties to this Agreement (“Parties”).

WHEREAS, municipalities, counties and other entities in the Kansas City metropolitan area are engaged in efforts to establish a recreational trail along the Missouri River and running through multiple areas governed by multiple local governments, and

WHEREAS, The Parties have all deemed it a high priority to develop recreational facilities to meet the needs of city and county residents, and

WHEREAS, The Parties in cooperation with other entities, are engaged in the planning of a pedestrian and bicycling shared use path known as the Missouri Riverfront Trail, Riverside Parkville Connector Project (the “Project”),

WHEREAS, the proposal for the Project includes the planning, engineering, construction and maintenance of the pedestrian and bicycling shared use path on lands and easements acquired by the Parties, and

WHEREAS, The Parties desire to enter into this Agreement to address the duties and responsibilities of the Parties hereto with regard to the construction, operation and maintenance of the Project,

IN CONSIDERATION OF the mutual promises, covenants, and agreements herein contained, the adequacy and sufficiency of which are hereby acknowledged, the parties do mutually promise, covenant and agree to the following:

1. **Term.** This Agreement shall remain in effect until amended or terminated by written consent of the Parties. The Agreement may be amended at any time by mutual written agreement of the Parties, including amendments for future extensions of the Missouri Riverfront Trail by mutual written agreement of the County and respective city for which future extensions may be agreed upon.

The Agreement may be terminated by any of the Parties by giving the other parties no less than twelve (12) months written notice of intent to terminate the Agreement.

2. **Project Purpose and Scope.** The purpose of the Missouri Riverfront Trail, Riverside Parkville Connector Project is to develop a pedestrian and bicycling shared use path for public recreational and alternative transportation use. Project shall connect the existing sections of the Missouri Riverfront Trail in Riverside and Parkville’s English Landing Park.

The scope of the Project shall include the development of a paved trail and related improvements as generally described on Exhibit A, Project Locator Map, and as required through Parties Easement Agreement, Exhibit B, attached hereto and any other Project related improvements as agreed upon by the Parties. The Project may be built in phases upon lands and easements currently owned and or controlled by the Parties or additional lands or easements acquired by the Parties for the purpose of Project.

3. **Project Planning and Engineering.** The Parties shall cooperate with respect to the planning and engineering of the Project. Preliminary designs, final designs, construction documents, and as-built documents shall be created for the Project. Riverside, Parkville, and County shall each individually review and approve all final design and construction documents before Project construction may begin.

County shall be responsible for all costs related to Project planning and engineering.

4. **Project Development and Construction.** After approval of the final design and construction documents for the Project, the County shall be responsible for advertising the Project for public bid and awarding the contract for construction to the lowest and best bidder in the sole discretion of the County. County shall be responsible for all construction costs associated with the Project, and shall establish itself as the contact agency for all construction service providers, including engineers and contractors under Section 3 above.

Parties acknowledge that Riverside has received grant funding for Project construction through the Land and Water Conservation Fund and the Missouri Department of Natural Resources. Riverside shall fulfill all grant requirements, in cooperation with the Parties, and reimburse County for construction costs up to the amount of the awarded grant funds (Seventy-Five Thousand Dollars).

Parties shall cooperate with respect to all permitting required for the Project.

County shall ensure that Project construction is properly inspected and materials tested for compliance with approved Project design and construction specifications. Riverside and Parkville officials shall have access to Project site at all times to review and inspect construction progress.

Upon notice of completion by contractor that all required work has been completed, Parties shall perform a final inspection of the Project. All Parties shall individually review and approve final construction of the built Project before Project may be opened to the public for use.

After initial Project construction, any significant modification or addition to Project or trail easement area must be mutually approved by the Parties.

5. **Project Operation and Maintenance.** Upon acceptance of the built Project Parties shall share responsibilities for operation and ongoing maintenance of the Project as follows:

- (a) **Daily Operations, Maintenance, and Programming.** Riverside and Parkville shall be responsible for all daily operation and maintenance of the Project within their respective city limits. Cities shall ensure that all invoices, bills or other demands for payment related to daily operation and maintenance are addressed to the cities at their respective main offices. Such operation and maintenance under this Section shall consist of any necessary daily activity to ensure an aesthetically pleasing, safe and secure environment for trail users including the following:
- (i) *Inspections and patrols:* Cities shall be responsible for periodic inspection patrols and public safety oversight of trail easement area within their respective city limits.
  - (ii) *Grounds maintenance, mowing and vegetation control:* Grass and other vegetation within the easement area shall be mowed and trimmed on a regular basis, consistent with mowing and trimming practices for other sections of the trail within the respective cities. Erosion areas shall be filled and re-seeded. Surface areas covered with rock or non-vegetative ground cover shall be kept free of weeds and debris.
  - (iii) *Trees:* Trees shall be regularly inspected and pruned to prevent low, damaged, or dead limbs from the trail use area by each city within their respective city limits.
  - (iv) *Trail Surface:* Trail surface shall be regularly inspected and maintained to ensure a clean, clear and suitable condition for recreational use. Repairs such as crack filling and pothole patching shall be done as needed to keep surface smooth and free of trip hazards by each city within their respective city limits.
  - (v) *Access Points and Gates:* Cities shall be responsible for the maintenance of all trail perimeter fencing, access points and gates and shall keep all in a good condition, free of rips, tears, holes, sharp edges or foreign objects within their respective city limits.
  - (vi) *Trash:* Cities shall be responsible for trash and debris removal on and near the trail, and shall empty any trash containers on a regular basis within their respective city limits.
  - (vii) *Trail signage and furnishings:* Cities shall be responsible for maintenance of any signage or trail furnishings installed along trail within their respective city limits. Responsibilities include cleaning, painting, repairing, and securing as needed.
  - (viii) *Utilities:* Cities shall be responsible for monthly utility costs for any electric, gas, water or sewer infrastructure developed as a part of the Project arising from portion of the trail within their respective city limits.

- (ix) **Other Maintenance:** Cities shall determine all other minimum maintenance standards for the easement area within their respective city limits and will perform daily operations and maintenance responsibilities in a manner consistent with the operations and maintenance of other similar parks facilities under the ownership and control of the cities.
  - (x) **Programming:** Cities, at their sole discretion, may charge for rentals, programs and special events held in the easement area within their respective city limits.
- (b) **Capital Maintenance.** County shall assume and be responsible for all capital maintenance and replacement for all Project improvements developed under this Agreement. Capital maintenance and replacement shall including major tasks such as resurfacing of trail paving and replacement or removal of unsafe or damaged infrastructure that is beyond repair.
- (c) **Natural Disaster Preparedness and Recovery.** Due to Project location fronting the Missouri River, the trail easement area may flood frequently. Parties shall cooperate mutually with respect to natural disaster preparedness and recovery resulting from damage to the Project, including closure of the trail easement area, post disaster clean-up, and management of state and federal assistance related to any natural disaster damage to the Project. Cities agree to address minor flooding events as they may occur from time to time consistent with routine daily maintenance responsibilities described in Section (a) above. Cities shall be responsible for initial debris and siltation removal resulting from natural disasters through the commitment of in-kind manpower and equipment resources up to the County's property insurance deductible of Twenty-Five Thousand Dollars (\$25,000). County shall be responsible for repair and restoration of Project improvements damaged as a result of natural disasters, beyond the cities initial efforts, from County's insurance proceeds, federal and state assistance grants, or other available sources.
6. **Trail Security.** All local ordinances and/or laws for the cities and the County as applicable to the Project site within the respective jurisdictions will be enforced by the cities and the County. Cities will provide for law enforcement personnel to patrol the trail on a periodic basis to ensure the enforcement of all rules, regulations, and ordinances. Fire suppression service and any costs related to disposable items expended or used in fire suppression for the trail areas shall be provided by Riverside and the South Platte Fire Protection District within their respective service areas.
7. **Insurance.**
- (a) The Cites shall secure commercial general liability insurance policies for coverage of the injuries and damage for which the Parties, as political subdivisions, are legally obligated under Missouri Law. Each policy shall have minimum limits as the Cites deem appropriate through their standard insurance provider, but in no event shall any policy exceed the statutory maximum amount

specified in Section 537.610 R.S.Mo. as of the date of this Agreement, for all claims arising out of a single occurrence. The insurance policies shall be maintained in force during the term of this Agreement and such insurance policies shall name specifically Cities and County as additional insured parties. A verified copy of such insurance policy or policies shall be sent to each party hereto, together with the Certificate(s) of Insurance stating that the policies are in full force and effect and that the same will not be altered, amended or terminated without ten (10) days prior written notice to the other parties hereto.

- (b) County shall secure general property insurance policies to cover damage or loss for covered incidents through County's standard insurance provider, Midwest Public Risk, or other provider as determined by the County.
  - (c) Notwithstanding anything herein to the contrary, no provision, term, or condition in this agreement shall constitute, or be construed as, a waiver of the defenses of a sovereign immunity, official immunity, or governmental immunity by whatever name as set forth in Section 537.600 R.S.Mo. et seq., for any monetary amount whatsoever, or of any other defenses, howsoever named, that are, or in the future may become, available to the parties by statute or common law.
8. **Public Use.** All facilities and amenities located within trail easement area will be available to the public during normal operating hours established by the Cities consistent with other park and recreational facilities managed by the respective Cities.
9. **Project Identification.** Parties agree that the Project shall be named and identified as a continuous section of the "Missouri Riverfront Trail". Parties may agree to cooperate and establish alternative names or references for any sub-area or alternative name for the Project by mutual written agreement of the Parties.
10. **Notice.** Any notice, demand, communication, or request required or permitted hereunder shall be in writing, except where otherwise herein designated by telephone, and delivered in person or sent by certified, return receipt requested, via United States mail, or via facsimile transmission, as follows:

If to Riverside:           City of Riverside  
2950 NW Vivion Road  
Riverside Missouri 64150  
Attn: City Administrator  
Phone: (816) 741-3993  
Fax: (816) 746-8349

If to Parkville:           City of Parkville  
8880 Clark Avenue  
Parkville, Missouri 64152  
Attn: City Administrator  
Phone: (816) 741-7676  
Fax: (816) 741-0031

If to County:           Platte County, Missouri  
                              Parks & Recreation Department  
                              415 Third Street  
                              Platte City, MO 64709  
                              Attn: Director  
                              Phone: (816) 858-3419  
                              Fax: (816) 858-1999

Notices shall be effective when received at the address as specified above. Changes in the addresses to which notice is to be sent may be made from time-to-time by written notice. Facsimile transmission is acceptable notice, effective when received; however, facsimile transmissions received (i.e., printed) after 4:30 p.m. or on weekends or holidays, will be deemed received on the next business day. The original items which are transmitted by facsimile equipment must also be mailed as required and provided by this Section.

11. **Independence of Agreement.** It is understood and agreed that nothing herein contained is intended or should be construed as in any way establishing the relationship of co-partners or a joint venture between any of the parties hereto, or as constituting any party as an agent, representative or employee of the other for any purpose whatsoever.
12. **Waiver.** The failure of any party to at any time to require performance by another party of any provision hereof shall in no way affect the right of the non-requiring party thereafter to enforce same. No waiver shall be effective unless in writing. Nor shall waiver by any party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.
13. **Laws to Govern.** This Agreement shall be governed by the laws of the State of Missouri both as to interpretation and performance. Any and all legal action necessary to enforce this Agreement will be held in Platte County, Missouri, and the Agreement will be interpreted according to the laws of the State of Missouri.
14. **Compliance with Laws.** Each party hereto shall conduct its operations and perform its duties under this Agreement in compliance with all applicable Federal, State and local laws, ordinances, orders and regulations.
15. **Severability.** If any provision of this Agreement shall be declared illegal, void or unenforceable by a court of competent jurisdiction, the other provisions shall not be affected but shall remain in full force and effect.
16. **Assignment and Subletting.** No party shall make any assignment of this Agreement or any right or obligation occurring under this Agreement in whole or in part without the express written consent of all Parties hereto. The Parties hereto shall have full discretion to approve or deny, with or without cause, any proposed or actual assignment of this Agreement. Any assignment of this Agreement made without the express written consent

of all parties hereto shall be null and void and shall be grounds for immediate termination, notwithstanding the termination notice provisions described in Section 1 above.

17. **Modification.** This Agreement constitutes the entire Agreement and understanding between the Parties, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the Parties hereto.
18. **Additional Provisions.** This Agreement has been negotiated, executed, accepted and entered into in the State of Missouri. Paragraph headings herein have no legal significance. When the context hereof requires, the use of any gender includes all genders, and the singular includes the plural, and, vice versa. All parties signing in a representative capacity warrant that they have all requisite authority to enter into this Agreement and consummate the transaction herein contemplated. No inference in favor of or against any party shall be drawn from such party having been the party to draft any portion hereof.

IN WITNESS WHEREOF, the Cities, acting by and through their respective Board of Aldermen, the County, acting by and through its County Commission, have authorized this Agreement to be executed the day and year first written above.

**CITY OF RIVERSIDE, MISSOURI**

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

**CITY OF PARKVILLE, MISSOURI**

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

**PLATTE COUNTY, MISSOURI**

\_\_\_\_\_  
Presiding Commissioner

Attest: \_\_\_\_\_  
County Clerk

Approved as to form and legality:

\_\_\_\_\_  
County Counselor

## **CITY OF PARKVILLE Policy Report**

Date: Thursday, May 7, 2015

Prepared By:

Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:

Alysen Abel  
Public Works Director

ISSUE:

Discuss design options for 5K/10K signage in English Landing Park and Platte Landing Park.

BACKGROUND:

In 2009 the voters of Platte County approved a 10-year half-cent sales tax for parks, recreation, and stormwater control. A portion of the sales tax proceeds are allocated for the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs. Approximately \$250,000 is available each year through this program.

The Platte County Commission developed the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet our common goals. Applicants must be a local government, school district, or other public subdivision of the state of Missouri.

In January 2016, the City applied for a \$20,000 outreach grant for trail improvements in the English Landing and Platte Landing Parks. The trail improvements would include: (1) removing the existing 5-foot asphalt trail around Grigsby Field; (2) replacing the Grigsby trail with a new 8- to 10-foot gravel trail; (3) installing 5K and 10K directional signs and mile markers; and (4) installing three display boards around the park showing the 5K and 10K courses, along with park amenities: (1) at the entrance to the English Landing Park; (2) at the entrance to the Platte Landing Park; and (3) by the A-truss bridge. The local match associated with the trail improvements would be the labor associated with installing the signs and the gravel trails.

In late February, the City received notice from the County that they approved a grant request of \$7,749 for trail improvements in the English Landing and Platte Landing Parks. City Staff has reached out to a local design firm who has generously agreed to mock up some sample drawings of 5K/10K signs for discussion (Attachment 1). Staff is seeking feedback from the Community Land and Recreation Board (CLARB) on these designs. Once a preferred design option is determined, staff will seek quotes and will return to CLARB for final design approval.

BUDGET IMPACT:

The 2016 Budget includes \$10,000 in General Fund Capital Outlay (line item 560-52-50-00) for 5K/10K Markers and Parks Signage. In late February, the City received notice from the County that they approved a grant request of \$7,749 for trail improvements in the English Landing and Platte Landing Parks. \$4,105 of the \$7,749 was intended for the 5K/10K markers and signage.

ALTERNATIVES:

1. Accept the update from staff and provide guidance on the discussion items presented.
2. Postpone the item.

## **ITEM 5A**

*For 05-13-15*

*Community Land and Recreation Board*

### STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update regarding 5K/10K signage in English Landing Park and Platte Landing Park and provide guidance regarding the specific issues presented.

### POLICY:

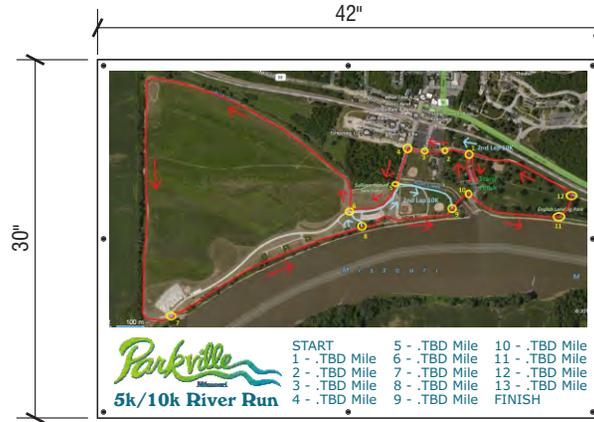
Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

### SUGGESTED MOTION:

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

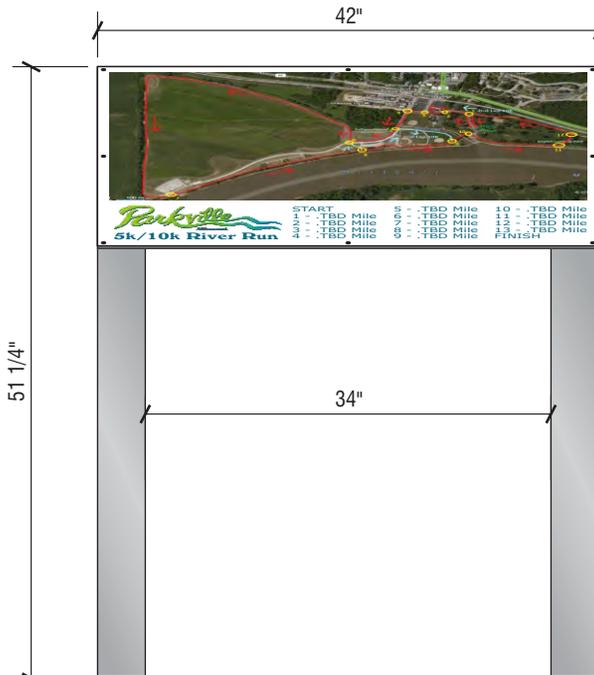
### ATTACHMENT:

1. Signage Design Options



**FACE ELEVATION**

SCALE: 3/4" = 1'-0"

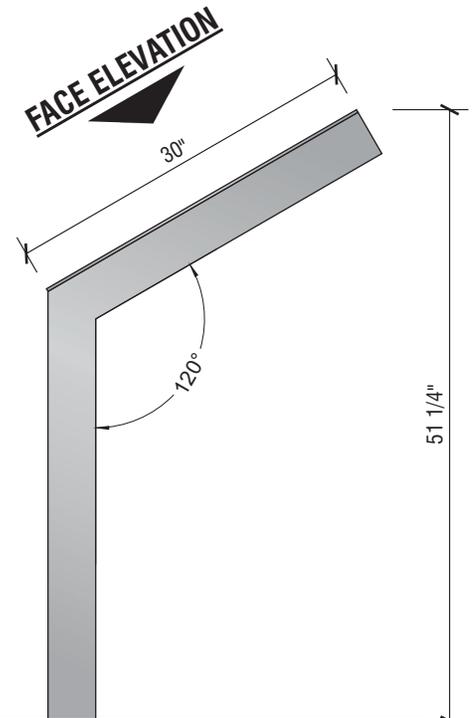


**FRONT ELEVATION**

SCALE: 3/4" = 1'-0"

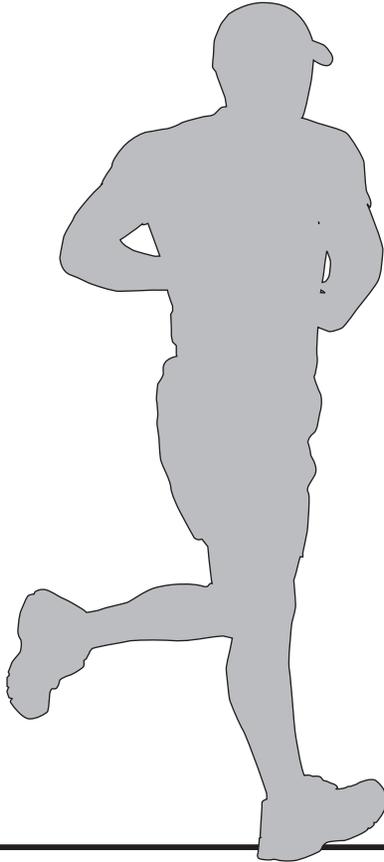
**NON-ILLUMINATED MAP/DIRECTORY STAND**

- 4" ALUMINUM TUBE LEGS PAINTED
- MAP "BRUSHED ALUMINUM"
- DIGITALLY PRINTED GRAPHICS AND COPY ON 1/4" ALUMINUM PLATE



**SIDE ELEVATION**

SCALE: 3/4" = 1'-0"



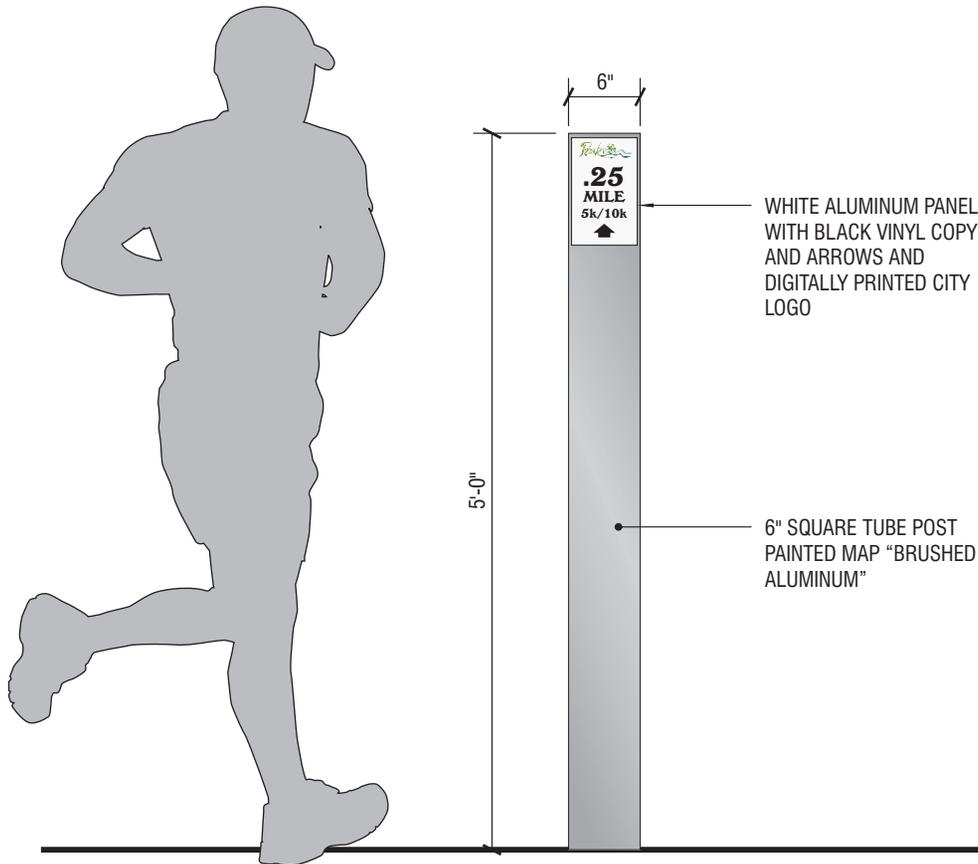
**CLIENT APPROVAL:** \_\_\_\_\_

Client approval insures that spelling, colors & specifications for signage & design meets their satisfaction.

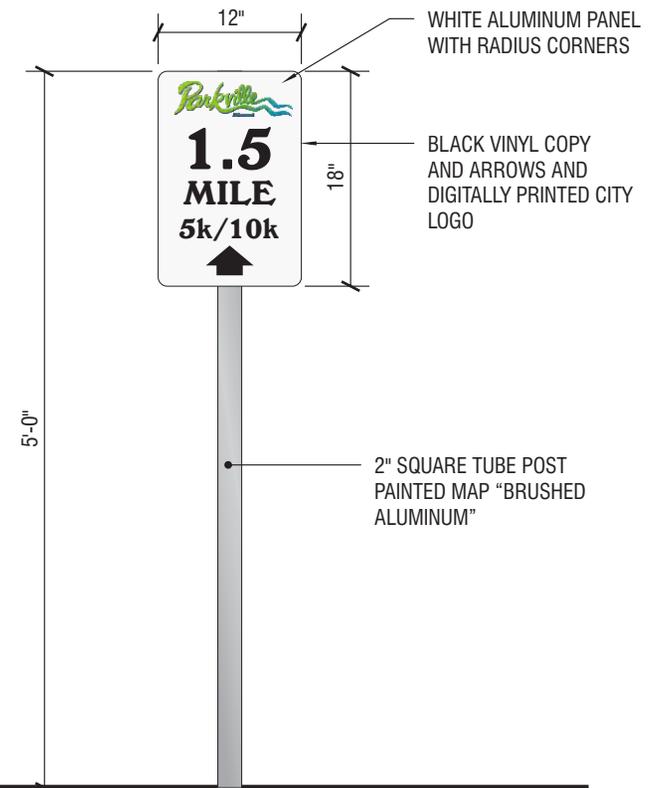
This original design and all information contained therein is the property of ACME Sign Inc. and its use in any way other than as authorized is expressly forbidden. This drawing is subject to return on demand.

4/4/16

**OPTION 1**



**OPTION 2**



**S/F NON-ILLUMINATED MILE MARKERS**

SCALE: 3/4"=1'-0"

CLIENT APPROVAL: \_\_\_\_\_

Client approval insures that spelling, colors & specifications for signage & design meets their satisfaction.

This original design and all information contained therein is the property of ACME Sign Inc. and its use in any way other than as authorized is expressly forbidden. This drawing is subject to return on demand.



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CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

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## CITY OF PARKVILLE Memorandum

Date: March 11, 2016

To: Community Land and Recreation Board Members

From: Alysen Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent  
Tim Blakeslee, Assistant to the City Administrator

**RE: February 2016 Parks Activity Report**

The following Parks-related activities took place during February 2016:

- ADA Picnic Tables – Picnic Tables were repaired and painted.
- Ballfield Maintenance – The ballfield drag was modified and repaired. The ballfield groomer brakes were repaired and maintenance performed. Ballfield grooming maintenance is ongoing and has been performed twice weekly.
- Playground – The grade around the playground was excavated to improve drainage around the sidewalks.
- Parks Headquarters – Much of the outdoor storage was removed, which included lumber, pvc tubing, scrap iron, and rock. Gravel was added and rolled to the interior grounds of park headquarters to provide additional area for equipment storage.
- Equipment – Cones and other traffic control devices have been organized and palletized. Tractor equipment has been organized inside the yard for easier access.
- Work Bench – A work bench has been constructed to increase the working space in the confined garage area.
- Swingset – Approximately 6 tons of sand has been added to the area. S-hooks have been replaced or tightened.
- Grigsby Field – A skylift was rented and the backstop netting was replaced on the ballfield.
- Tire Ruts – Tire ruts in Platte Landing Park were harrowed.

- Trees in ELP – Tree #759, on the east end of English Landing Park, was removed due to storm damage.
  - Adam's Park – The area was harrowed and seeded.
  - Parking Lot Pedestal – Electric repairs were performed to the pedestal in the Farmer's Market parking lot.
  - Parking Lot Islands – The parking lot islands in the Farmers Market parking lot were groomed and seeded.
  - Plastic barrels – The old plastic barrels were removed and cut to transport to the recycling center.
  - Black steel barrels – Staff purchased new barrels to replace the old rusted metal barrels.
  - Old Martin House – The Old Martin House was removed.
  - Ongoing Maintenance – Staff continues to pick up trash and tree limbs. The trash in the park and the nature sanctuary is collected on a regular basis.
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## CITY OF PARKVILLE Memorandum

Date: April 7, 2016

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent  
Tim Blakeslee, Assistant to the City Administrator

**RE: March 2016 Parks Activity Report**

The following Parks-related activities took place during March 2016:

- Mowers – The mowers were removed from winter storage. Staff provided basic service to the mowers.
  - Parking Lot Improvements – The parking lot islands were graded and seeded. Landscape timbers were replaced on a tree box in the parking lot.
  - Grigsby Field – There was approximately 30 tons of clay added to the infield, which was spread and compacted in the baselines. Staff applied seed and fertilizer. The fence line was mended and secured.
  - Ballfield Maintenance – The Parks staff grooms the ballfields twice a week. The drag mat was repaired and modified for ballfield maintenance.
  - Main Street – The Parks staff removed rock and asphalt from the Old Main Street road bank, by the ballfield. The area was raked and seeded.
  - Riverbank – The underbrush from the river bank was removed.
  - Watkin's Park – The swingsets were repaired; the eyebolts and S hooks were replaced.
  - ELP Playground – The monkey bar rings treks were replaced. Sand was added to the swingset area.
  - Depot Fountain – The fountain was cleaned, power washed, and painted. The fountain is ready for the pump to be installed.
  - Dog Park Hydrants – The Murdock hydrants were removed and replaced with new Woodford hydrants.
-

- Dog Park – The dog park was harrowed, seeded and fertilized.
  - ELP Restroom – The restrooms were cleaned and the plumbing problems were addressed with the existing infrastructure.
  - Additional Restrooms – Portable restrooms have been added to ELP and the Farmer's Market.
  - Electrical Pedestals – The pedestals were secured with new anchors. GFCIs were replaced on several boxes.
  - Volleyball Nets – The nets were removed from storage and installed on the sand volleyball courts.
  - Dumpster Pen – The dumpster area was cleaned.
  - Weed Removal – The weeds were sprayed at the Clock Triangle and Farmer's Market.
  - Shelters – The picnic tables were washed and the shelters were cleaned. The City has begun taking shelter reservations.
  - ADA Picnic Tables – The picnic tables were painted and delivered to the shelters.
  - Fence Repair – The fence section adjacent to the Boat Club, east of ELP, was mended.
  - Tree Removal – The tree branches were collected after the recent storm damage.
  - Parks Positions – The City hired a Full-Time Laborer (Derrick Zimmerman) and two Seasonal Laborers (Bill Thompson and Aaron Schaffner). There are still two Seasonal Laborer positions available.
  - Events – There was a 6K race held. The Easter service at McKeon stage was cancelled due to weather.
  - Cruise Nights – Signs, barricades, electricity, and trash cans were prepped for the first event.
  - New Mower – The new John Deere zero turn mower was purchased and delivered.
  - ELP – The park was mowed in its entirety.
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# MISSOURI DEPARTMENT OF CONSERVATION

## *Headquarters*

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180  
Telephone: 573-751-4115 ▲ [www.MissouriConservation.org](http://www.MissouriConservation.org)

ROBERT L. ZIEHMER, Director

March 22, 2016

Mr. Tom Barnard  
Parks Superintendent  
8880 Clark Ave  
Parkville MO 64152

Dear Mr. Barnard:

It is my pleasure to congratulate you on your Tree City USA certification. Your certification materials have been delivered to your local MDC Forester who will contact you to set up a presentation of materials.

Consider what you will need for next year's recertification which will require the same four components plus the work plan sent by email each fall.

You may want to read up on the potential for "Growth Awards" which is a special recognition given to cities whose programs deliver something extra special. Many potential projects are discussed so you can create something new or use existing programs that meet their criteria.

Your community serves as a good example for other towns and represents a "Tree City" which all Missourians can be proud of and enjoy for generations. I commend you and your community for all the effort and commitment to making your forestry program a success.

Sincerely,

Justine Gartner  
Forest Management Chief

cc: Chuck Conner, Regional Community Forester

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