



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-124) Agenda
CITY OF PARKVILLE, MISSOURI

Wednesday, June 8, 2016 6:00 pm

East Shelter-English Landing Park

- 1. CALL TO ORDER**
 - A. Roll Call

- 2. CITIZEN INPUT**

- 3. CONSENT AGENDA**
 - A. Approve the minutes for the May 11, 2016 regular meeting.
- 4. NON-ACTION AGENDA**
 - A. Parks Master Plan Steering Committee Meeting
- 5. STAFF UPDATES ON ACTIVITIES**
 - A. Administration
 1. Upcoming Event Updates
 2. Restroom Project Update

 - B. Public Works
 1. April Parks Report
 2. Tree City USA (TRIM Grant)
- 6. MISCELLANEOUS ITEMS FROM THE BOARD**
- 7. ADJOURN**



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-123)

MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, May 11, 2016 6:00 pm

City Hall Boardroom

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Roll was called by Tim Blakeslee. Members present were: Adam Zink, Neil Davidson, Phil Wassmer, Michelle Flamm, Linda Arnold, Bob Stuteville, Susan Robb and Liaison Marc Sportsman. Absent with notice were Laura Ozenberger and Bill Gresham. Present for the City, Tim Blakeslee (Assistant to the Administrator) and Bonnie Buckmaster (Public Works Assistant). A quorum was present.

2. CITIZEN INPUT

None

3. CONSENT AGENDA

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

CHAIRMAN MICHELLE FLAMM MOVED TO APPROVE THE MINUTES FROM THE APRIL 13, 2016 REGULAR MEETING. PHIL WASSMER SECONDED; MOTION PASSED 6-0.

4. NON-ACTION AGENDA

A. Parks Master Plan Steering Committee Meeting

Larry Reynolds presented the most recent information regarding the Parks Master Plan on behalf of Vireo. Discussions included feedback from the focus group of the open house and on-line survey results including the old and proposed park vision and mission statements. The results from the 48 participants from the open house and the 286 participants from the on-line survey showed strong support for continued environmental stewardship, preservation of and investment in natural areas along with trail connections and enhancing bike/ped facilities and maintaining existing facilities while working to fund construction of new ones. There was further discussion of camping and boat/kayak storage and liability. Discussion also included top riverfront improvements, facilities that best needs, and park priority levels. There was also discussion on the comparative analysis of the on-line survey vs. open-house results. The park mission and vision statements will be revised and updated for the next meeting.

The Steering Committee adjourned at 7:10 p.m.

5. ACTION AGENDA

A. Recommend that the Board of Aldermen approve the Rock N Roll Festival event in English Landing Park and Platte Landing Park on Friday, June 17, 2016 and Saturday, June 18, 2016.

Staff described that the Parkville Rock N Roll Festival will take place on Saturday, June 17, 2016 and Sunday, June 18, 2016. It is a new Tier 2 concert/festival centering on the McKeon Stage in English Landing Park. This event is being planned by Tom Hutsler with Double H Inc. The event, including setup and tear down, will take place between 4:00 p.m. Friday, June 17, 2016 and 11:00 p.m. Saturday, June 18, 2016. The event is described as a concert with three bands each night along with food and drink vendors. A new Tier 2 event must be approved by CLARB.

There was discussion regarding an approved 5K race Sunday morning, June 18, 2016 and if there is enough turnaround time to get the park cleaned up. Staff described that the Parkville Rock N Roll Festival had their application in first so they get the preferential treatment as far as scheduling, but they are required to make sure the park presentable for the event the next day.

Staff described that following CLARB approval, the event total fee will be \$960 and a damage deposit payment of \$1,000. Prior to issuing the permit, staff will need insurance, business licenses from all vendors, Platte County Health Department permit for food and beverage vendors along with appropriate Alcohol permit from the City and State.

There was discussion that if the Rock N Roll Festival returns with good standing in 2017, it will be deemed a repeat event and will no longer need CLARB approval.

ADAM ZINK MOVED TO APPROVE ROCK N ROLL FESTIVAL ON FRIDAY JUNE 17, 2016 AND SATURDAY JUNE 18, 2016 CONTINGENT ON RECEIPT OF OTHER REQUIRED INFORMATION PRIOR TO THE EVENT. PHIL WASSMER SECONDED; MOTION PASSED 7-0.

- B. Recommend that the Board of Aldermen approve Event Guidelines Update: Deposit System

Staff described a new system that calculates an event damage deposit based primarily on areas of usage and event tier. The intention of the system is to both help organizers know what the deposit amount will be in advance of the event and also allow staff to provide justification as to why city staff leveled a certain deposit amount for an event. There was discussion from Board members that this system would help justify deposits leveled and making it fair for all events. Chairman Flamm highlighted that events should get back deposits for parking on the fields if there is no damage or if the field is not used.

The proposed system can be seen below:

Proposed Structure:

Deposit Area	New Tier 1	Repeat Tier 1	New Tier 2	Repeat Tier 2	Tier 3
Per Event	\$0	\$0 unless other damage from previous year	\$250	\$0 unless other damage from previous year	Staff Determination
Ball Field 1 Parking	\$500	\$500	\$500	\$500	\$500
Field Parking Lot 2	\$500	\$500	\$500	\$500	\$500

Soccer Field	\$0	\$0 unless damage from previous year	\$500	\$500	\$500
Other Areas of Open Field Space (Per Area)	\$0	\$0 unless damage from previous year	\$500	\$500	\$500
An event is responsible for any damage expenses caused regardless of the deposit amount. The city may choose contract with an outside company to make repairs.					

NEIL DAVIDSON MOVED TO APPROVE ADAM ZINK SECONDED; MOTION PASSED 7-0.

C. English Landing Park Restroom Update

Public Works Director Alysen Abel presented a proposal of a three (3) tier rehabilitation plan. She described that staff from Public Works and Community Development met with John Freshnock to discuss the necessary improvements to the existing restroom to develop a basic plan. Three areas were evaluated, they were: (1) Men’s restroom; (2) Women’s restroom; and (3) Utility Room. Attachment 1 includes the punchlist of items that were compiled from the site visit.

Based on the punchlist, there are a total of five contractors needed for the rehabilitation, they are: (1) Plumber; (2) Carpenter; (3) Electrician; (4) Roofer; and (5) Site Contractor. The Public Works staff can perform some of the cleaning and painting of the interior and exterior walls.

During the initial small committee meetings, the need for water and sewer utility work was discussed. Based on further investigation, the water service is adequate for the existing restroom facility and it is not recommended for upgrade at this time. The sewer service was tested and does not appear to have a leak. Staff had the drains cleaned and dye tested. Since there are no issues with the sewer, sewer utility construction is not recommended.

Discussions from CLARB felt that sandblasting would be a good idea. Also were concerns of the ceiling material and if work could be completed by the Nov 1st deadline for the grant. Further discussions on the 3 Tiers thinking that Tier 1 and Tier 3 could be completed with the grant monies and deadline. Liaison Marc Sportsman questions the ease of upkeep and cleaning, such as epoxy flooring and again Phil Wassmer and Adam Zink expressed that sandblasting would help the paint adhere and make the paint last longer. Phil Wassmer suggested adding Tier 3.

Chairman Flamm thanked Alysen for all her hard work.

MICHELLE FLAMM MOVED TO APPROVE THE BASIC REHABILITATION WITH TIER 1 AND TIER 3. PHIL WASSMER SECONDED; MOTION PASSED 7-0.

6. STAFF UPDATES ON ACTIVITIES

A. Administration

1. Future Event Updates
 - a. Staff detailed a list of future events in the Park in May and June.
2. Nature Sanctuary Updates (Day Camp Update, Volunteer Stats)
 - a. Staff provided information on Day camp planning and number of current attendees.
 - b. Staff provided information nature sanctuary volunteer efforts.

B. Public Works

1. April Parks Report
 - a. Public Works Director Abel provided a written update on the Parks activities.
2. Tree City USA (TRIM Grant, Arbor Day Recap)
 - a. Public Works Director Abel discussed the TRIM grant application and results from the Arbor Day celebration on April 21, 2016 at 1:00 p.m. in English Landing Park
3. Recycling Extravaganza/HHW Update for Saturday, May 21, 2016 8 a.m. – 12 p.m.
 - a. The Recycling Extravaganza will be held in conjunction with the Household Hazardous Waste event in Platte Landing Park on Saturday, May 21st from 8am to noon. The recycling event will be held in the riverfront parking lot next to the ball field. The board will be deciding if this will be open to nonresidents at an upcoming meeting. The HHW event will be held in the parking lot next to the dog park. The HHW event will be open to residents, and other citizens who city's is part of the program. Details about both events are available on our website.

7. MISCELLANEOUS ITEMS FROM THE BOARD

None

8. ADJOURN

ADAM ZINK MOVED TO ADJOURN AT 8:30 P.M. PHIL WASSMER SECONDED; MOTION PASSED 7-0.

The minutes for May 11, 2016, regular meeting, having been read and considered by the Community Land and Recreation Board, were approved on this the 8th day of June 2016.

Staff name and title

Approval date

CITY OF PARKVILLE Policy Report

Date: Tuesday, June 2, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Bonnie Buckmaster
Public Works Assistant

ISSUE:

Conduct the Parkville Parks Master Plan steering committee meeting.

BACKGROUND:

On December 1, 2015, the Board of Aldermen entered into a professional services agreement with Vireo to lead an update of the Parkville Parks Plan (P3), with particular emphasis on the riverfront parks corridor. The approved scope of work designates the Community Land and Recreation Board (CLARB), along with a Platte County liaison, as the steering committee for this project. Due to the uncertain timetable of the Section 1135 wetland restoration project planned for Platte Landing Park, staff decided that it would be best to kick-off the master plan process shortly after the first of the year.

An initial pre-meeting to confirm project goals, objectives, expectations, opportunities and constraints between city/county staff and Vireo was held on January 8, 2016. The first steering committee meeting was held February 10, 2016. At this meeting the consultant team briefly discussed the project scope, reviewed the project schedule, presented demographic and local health information, looked for feedback on identifying focus group participants, and engaged in discussion on general park issues. The second steering committee meeting was held March 9, 2016. At this meeting the consultant team briefly discussed results of park inventory, an open house outline, and discussion of previous plans.

Following that meeting the consultants with Vireo, with direction of staff and the steering committee, conducted targeted focus groups discussions, key leader interviews, and employee interviews. The goal of this was to gain perspective of different visions and ideas about the future direction of the park system. The general public was invited to provide input at a community open house event on April 14, 2016, at 5:30 p.m. at the American Legion in Downtown Parkville. An online survey was available for those who were unable to attend the meeting. At the meeting on May 11, 2016 the consultant team discussed additional focus group feedback since the March meeting, open house summary (Attachment 2), online survey data (Attachment 3), and review a draft vision and mission statement (Attachment 4).

At the meeting tonight, the consultants will be displaying preliminary design concepts of the riverfront parks for review and discussion. Based on the discussion and comments, a second public open house is planned to take place during the 4th of July festival, it is expected that draft plans will be available for public comment as part of this open house.

Over the next month the consultant will finish an analysis of park operations and maintenance. Staff also anticipates review and discussion of the draft plans and related public comments at the July steering committee meeting.

BUDGET IMPACT:

There is no direct budget impact associated with this non-action item. The total consulting fee per the agreement is \$52,000. The City budgeted \$42,000 in the 2016 Capital Improvement Program (10-560-52-50-00) for this project. Staff requested financial support from Platte County to assist with the components of the project related to Platte Landing Park. In early 2106, Platte County agreed to budget \$10,000 to support the Parkville Parks Master Plan update.

ALTERNATIVES:

1. Conduct the Parkville Parks Master Plan steering committee meeting with the consultant team and provide feedback as necessary.
2. Postpone the item.

STAFF RECOMMENDATION:

Conduct the Parkville Parks Master Plan steering committee meeting with the consultant team and provide feedback as necessary to allow the project to move forward.

POLICY:

Section 150.050.B. of the Parkville Municipal Code gives CLARB the responsibility to review matters of park planning or other issues brought before the Board. Section 1.1 of the Parkville Parks Master Plan scope of work designates CLARB as the steering committee parks master planning process.

SUGGESTED MOTION:

As this is a non-action item, no motion is necessary.



CITY OF PARKVILLE Memorandum

Date: June 2, 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: May 2016 Parks Activity Report

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

- Significant Rainfall – There was approximately 10-inches of rainfall during the month of May. Several of the areas of the park flooded. The low water crossing to English Landing Park flooded twice. At the end of May, staff closed the dog parks. Staff placed barricades in anticipation of park closures. On Memorial Day, staff cleaned the low water crossing area and performed emergency trail maintenance to open the park after significant flooding.
 - Riverfront – Staff removed the invasive brush and vines along the riverfront on the east end of English Landing Park. Staff pruned trees and removed vines along the riverfront in Platte Landing Park.
 - Spirit Fountain – The fountain pump was installed. The fountain area was cleaned and filled for operation.
 - Farmer's Market – The sunscreen at the Farmer's Market was cleaned and repaired.
 - Training – Parks Laborers attended a Tractor Safety Training course.
 - Wooden Bridge – The trail post delineators were repositioned at the wooden bridge.
 - Tree Removal – Multi-stem maple at disc golf hole #1 was removed.
 - City Hall Landscaping – Flowers were planted in the flower pots at City Hall.
 - Pocket Park – The weeds and underbrush at Pocket Park were removed. The irrigation system was repaired.
 - Dog Park – Staff performed weed control, mowed and restaked trees in the dog park.
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- Grigsby Field – The warning track was sprayed. The irrigation heads were repaired.
 - Storm Damage – Staff cut and removed 4 loads of branches from the storm damage in the park.
 - TRIM Grant – Staff submitted a TRIM grant application for the removal and reforestation of English Landing and Platte Landing Parks.
 - Park Maintenance – Staff performs weed spraying/trimming, park mowing, ballfield maintenance, right-of-way mowing, trash removal, restroom and shelter cleaning continuously during the peak season.
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