



**COMMUNITY LAND AND RECREATION BOARD**  
Regular Meeting (#16-127) Agenda  
CITY OF PARKVILLE, MISSOURI  
Wednesday, September 14, 2016 6:00 pm

- 1. CALL TO ORDER**
  - A. Roll Call
- 2. CITIZEN INPUT**
- 3. CONSENT AGENDA**
  - A. Approve the minutes for the August 10, 2016 regular meeting
  - B. Approve the minutes for the August 17, 2016 special meeting
- 4. NON-ACTION AGENDA**
  - A. Parks Master Plan Steering Committee Meeting
  - B. Draft Park Map Review
- 5. ACTION AGENDA**
  - A. CIP Budget Request Review
  - B. Missouri American Water Well #5 Agreement
- 6. STAFF UPDATES ON ACTIVITIES**
  - A. Administration
    1. Upcoming Events Update
    2. Grigsby Field Partnership/Friends of Parkville Parks Funding
  - B. Public Works
    1. August Parks Report
    2. Tree City USA
    3. English Landing Park Restroom Update
    4. Platte Landing Park Noxious Weeds Update
- 7. MISCELLANEOUS ITEMS FROM THE BOARD**
- 8. ADJOURN**



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-126)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, August 10, 2016 at 7:00 pm

City Hall Boardroom

#### 1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Roll was called by Tim Blakeslee. Members present were: Michelle Flamm, William Gresham, Laura Ozenberger, Adam Zink, Neil Davidson, Phil Wassmer, Linda Arnold, Bob Stuteville, and Liaison Marc Sportsman. Absent with prior notice was Susan Robb. Tim Blakeslee, Assistant to the City Administrator and Bonnie Buckmaster, Public Works Assistant were present for the City. Present for Platte County, were Julie Rule and Noel Challis. A quorum was present.

#### 2. CITIZEN INPUT

John Johnston a Parkville resident for 17 years is asking for permission to take off and land his powered parachute in Platte Landing Park. He stated he is a licensed pilot and needs 50 yards to land and take off. He said a YouTube video demonstrating powered parachutes can be found by googling - Starting Power Parachuting. CLARB discussed the need for permits and needing to go through the City. Tim Blakeslee took his information and will get back with him.

#### 3. CONSENT AGENDA

A. Approve the minutes for the July 13, 2016 regular meeting.

**NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE JULY 13, 2016 REGULAR MEETING. PHIL WASSMER SECONDED; MOTION PASSED 8-0.**

#### 4. NON-ACTION AGENDA

A. Parks Master Plan Steering Committee Meeting

Larry Reynolds, spokesman for Vireo presented a recap of the strategic planning workshop on 7/20/16. Larry provided recommendations for the need to adopt a Vision and Mission Statement.

P3 Vision Statement: The beauty of the park should be of the fields, the meadows, the prairie of the green pastures and the waters. What we want to gain is tranquility and rest to the mind. A great object of all that is done in a park of all the art of the park is to influence the minds of humans through their imagination.

Proposed Vision Statement: The City of Parkville will enjoy an accessible, safe and connected community park system, providing regionally significant destinations and preserving and enhancing Parkville's unique natural resource base while maintaining and creating a variety of unique recreational activities.

P3 Mission Statement: An Ethics of Stewardship – We are the stewards of our Park System

Proposed Mission Statement: Balance the demand for recreation with the need for conservation, maintain park facilities to a high standard, offer a variety of enjoyable, clean, safe and accessible recreational activities and facilities and preserve natural areas.

There was a discussion of what recreational activities meant. The Board agreed that it covered the idea of bringing people together.

Incorporated as Exhibit A is the Parks Master Plan Steering Committee Presentation.

There was discussion of the recommendations which included increasing resources to match the growth and to significantly reduce the current maintenance gap of man hours in the parks department. Also discussed was the potential for a tax for park funding. Larry stated that ¼ cent increase on sales tax could bring in almost \$250,000. Chairman Flamm said that would have to go on the ballot for Parkville and should only be used for Parkville. She added this could be an issue when Platte Landing Park is expanded. Marc Sportsman added that the costs associated with maintaining parks and additional parts of the park could be self-funding such as the multi-use fields. It was mentioned that the city could possibly use the tax revenue for the restrooms and the low water crossing. Sportsman also stated that the Board of Aldermen recognizes the parks budgetary needs as it grows. Tim will research the tax rates in the surrounding areas.

Discussion of Recommendation #4 included implementing a Work Order System such as commercial software ranging in \$4,000 - \$5,000 with an additional \$500 per month fee. Other recommendations were to develop a spread sheet or use web apps. The Board expressed concern of the expense of the software and of who would maintain the records.

Discussion of Recommendation #5 to Adopt an Equipment Replacement Program and #6 to Adopt a Formal Partnership Policy including tracking equipment hours so that they can budget more effectively for new equipment and to know how long equipment is lasting along with keeping track of problems and maintenance hours.

The Steering Committee adjourned at 7:50 p.m.

## 5. NON-ACTION AGENDA

### A. Meeting Start Time Revision

Neil asked at the last meeting that this be put on the next agenda for discussion. Staff is flexible, but recommends a time that will be convenient for board members. Staff recommended sticking with Wednesday's (other days have other meetings). There was discussion of changing the time from 7 p.m. to 6 p.m., CLARB is flexible and agrees to 6 p.m.

**ADAM ZINK MOVED TO DESIGNATE 6 P.M. ON THE SECOND WEDNESDAY OF EACH MONTH IN THE BOARD ROOM CHAMBERS AS THE REGULAR COMMUNITY LAND AND RECREATION BOARD MEETING START TIME. WILLIAM GRESHAM SECONDED; MOTION APPROVED 8-0**

### B. Request approval of revisions to the insurance provisions in the guidelines for events in Parkville.

This is an update to the event guideline insurance provisions. The change is from form CG 20 10 edition date 11/85 or CG 20 37 edition date 04/13 to Endorsement CG 20 26 edition date 07/04. This is the standard form that most events use. The second change is a revision from what was approved in April of this year. Staff forgot to remove a sentence from the insurance provisions. The idea behind the change was that event organizers are still be required to list the city as additionally insured for the event as a whole, which covers the activities of vendors so staff no longer needs to collect vendor insurance forms. When the revision was made, a portion of the language was mistakenly left in the guidelines. Since the event guidelines have the power of city code, staff came back to CLARB for approval.

**ADAM ZINK MOVED TO APPROVE THE REVISIONS TO GUIDELINES FOR EVENTS IN PARKVILLE, AND RECOMMEND THAT THE BOARD OF ALDERMAN ACCEPT THE REVISIONS TO GUIDELINES FOR EVENTS IN PARKVILLE. NEIL DAVIDSON SECONDED; MOTION APPROVED 8-0**

- C. Approve an Agreement with First Student, Inc. for parking and shuttle service.

City staff recently received a request from First Student, Inc. (local School Bus Company) for an off-site parking and shuttle service location. Staff reported that the company requests permission to allow employees to park off-site in two public lots south of the railroad tracks in or adjacent to the riverfront parks (See the pictures on the power point). First Student requests the use of 20 parking stalls in the Primary Lot weekdays only during the school year from 6:00 AM to 9:00 AM and 2:30 PM to 4:00 PM. On Wednesdays after 12:00 PM during the months of April through October, parking would be limited to the Secondary Lot (in Platte Landing Park) in order to avoid conflicts with the Parkville Farmers Market.

Staff reported that the request was presented to the Board of Aldermen on July 19, 2016. On a vote of 8-0, the Board authorized staff to express to First Student the intent of the Board of Aldermen to negotiate a use agreement for the parking and shuttle service in the park. The Board further agreed to allow First Student to use the parking lot during a trial period while a formal agreement is negotiated. In addition, the Board of Aldermen asked that once an agreement has been negotiated it be presented at the next Community Land and Recreation Board (CLARB) meeting for discussion and approval.

Staff reported that they reached out to The Main Street Parkville Association (MSPA). Staff has not heard anything from merchants regarding a negative impact of busses shuttling First Student employees from the downtown city parking. Two downtown business stakeholders recommended the use of the Primary Lot in addition to the Secondary Lot in an effort to encourage shuttle riders to patronize downtown businesses. Given that the use may conflict with other public objectives, the staff recommended seeking compensation through a formal use agreement. Therefore, a proposed fee of \$300 per month for public parking lots was recommended.

CLARB agreed there should not be any problems during the time frame, but would like the option to reevaluate in the future. Other discussions regarded compensation and the 10 day cancellation window per the Agreement.

**WILLIAM GRESHAM MOVED TO APPROVE A USE AGREEMENT FOR THE PARKING AND SHUTTLE SERVICE REQUESTED WITH FIRST STUDENT, INC. ADAM ZINK SECONDED; MOTION PASSED 8-0**

## 6. STAFF UPDATES ON ACTIVITIES

### A. Administration

#### 1. Upcoming Events Update

- **Parkville Days:** Friday, August 19<sup>th</sup> through Sunday, August 21<sup>st</sup>. English Landing Park and Downtown Parking Lots (6:00 pm - 10:00 pm Friday, 7:00 am - 10:00 pm Saturday, 7:00 am - 6:00 pm Sunday). **Parkville Days Run By the River 5k/10k** is Sunday morning at 7:00 am. <http://www.parkvillemo.org/upcoming-events/parkville-days/>
- **Final Fridays:** Friday, August 26<sup>th</sup>. Downtown Parkville (5:00 pm - 8:00 pm). <https://www.facebook.com/FinalFridaysParkville/>
- **Parkville Block Party:** Friday, August 26<sup>th</sup> and Saturday, August 27<sup>th</sup>. Parkville Commons north of City Hall (12:00 pm - 11:59 pm Friday, 3:00 pm - 11:59 pm Saturday). **No Website yet**

- **Parkville Area Chamber of Commerce River Run 5K/10K:** Sunday, August 28<sup>th</sup>. English Landing Park and Platte Landing Park (7:00 am – 9:00 am). [https://www.parkvillechamber.com/event/parkvillechamber-5k10k-river-run/?instance\\_id=1767](https://www.parkvillechamber.com/event/parkvillechamber-5k10k-river-run/?instance_id=1767)

2. Eagle Naming Contest

Voting is open until next week. The winner will be revealed at Parkville Days on August 21<sup>st</sup>.

3. Budget Process Review

Administration and Public Works staff has started meeting to discuss the 2017 budget and Capital Improvements. Staff have compiled a wish list that will ultimately go into a proposal. The large projects include: (1) Low Water Crossing (contingent on the FEMA grant, which is currently under review), (2) additional modifications to the ELP restroom (may include roof/HVAC and exterior improvements), and (3) Parks storage building (staff is looking at an alternate location closer to the headquarters). Staff has some equipment on the wish list and other smaller budget requests. Staff will present the full proposal at the September CLARB meeting for consideration. The Nature Sanctuary will also be meeting to begin budget talks.

B. Public Works

1. July Parks Report

Included in the CLARB packet for review

2. Tree City USA

Tom and staff went and scouted trees to select for the TRIM grant if it is awarded. He also, looked at areas to plant new trees as well.

3. English Landing Park Restroom Update

ELP Restroom Rehab – The City received three bids for the ELP restroom. One was for a cleaning company, one from an electrician, and one from a general contractor. The City has contracted with the electrician to perform the electrical work. Staff requested that the Board of Aldermen authorize staff to obtain three quotes for the remaining trades needed for the restroom rehab, they include (1) plumbing, (2) carpentry, and (3) site construction. This was approved at the 8/2/16 Board meeting. Staff is currently reaching out to contractors to solicit bids.

**7. MISCELLANEOUS ITEMS FROM THE BOARD**

- A. Suggestion of using the Wetlands as a tree farm. Adam Zink suggested tree liners for future plantings. Liners are approximately 3 ft. trees with a root ball that can be left on top of the ground and will continue to grow.
- B. Laura Ozenberger recalled an article in the KC Star about volleyball courts being built at Berkley Park by a Volleyball group. Asking if there could be a possibility of renting out the ELP sand volleyball court.

C. Laura Ozenberger asked about the weeds in the Wetlands in the PLP. Tim stated that Staff is mowing and maintaining the area. CLARB is concerned there could be a fine for not maintaining. Tim stated that parks department is keeping an eye on it.

8. **ADJOURN**

**ADAM ZINK MOVED TO ADJOURN AT 8:30 P.M. LAURA OZENBERGER SECONDED;  
MOTION PASSED 8-0.**

The minutes for August 10, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 14th day of September 2016.

\_\_\_\_\_  
Staff name and title

\_\_\_\_\_  
Approval date



**Special Meeting**  
**COMMUNITY LAND AND RECREATION BOARD**  
**MINUTES**

CITY OF PARKVILLE, MISSOURI

August 17, 2016, 7:00 p.m.

City Hall Boardroom

The meeting was called to order at 7 p.m. Members present were: Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Phil Wassmer, Bob Stuteville and Linda Arnold. Present for the Platte County were Noel Challis and Julie Rule. Tim Blakeslee (Assistant to the City Administrator) and Bonnie Buckmaster (Public Works Assistant) were present for the City.

**1. GENERAL AGENDA**

**A. Parks Master Plan Steering Committee Meeting**

Larry Reynolds from Vireo presented Concept A and Concept B with a goal to consolidate to one concept. Discussion of CLARB included concerns of what the community wanted, what has been developed so far in Platte Landing Park, and wanting to come to financially attainable plans. There was discussion of citizen input regarding the need for more playground equipment near the sports complex for use during games. CLARB suggested getting the support of leagues to draw more people. The Board wanted to note that the new construction of fields may have to be completed before the existing fields could be removed.

In Concept A, there is a road that goes into ELP for easier access, which Concept B does not have. The cost of the road would be \$250,000 - \$400,000. There was discussion of whether or not to have the road as part of the master plan. Larry stated that the road could possibly to connect across the river at the A-Truss Bridge for more accessibility. The Board agreed on planning for the road in concept A.

It would be preferable if changes in the Master Plan regarding Platte Landing Park to have approval from the County Commissioners, if it goes past this year, there will be new Commissioners. CLARB would to finish the Master Plan and have a decision before the end of this year.

The Board divided the park up into three sections which included Platte Landing Park, a Centralized Area and English Landing Park. Below includes discussion from each section on what to include in the Master Plan:

**Platte Landing Park:**

- Enough parking stalls for fields
- Small shelters
- Space for future parking and potential green space
- Eight recreation fields

Other discussion included lighting for the fields and using the fields for leagues to bring in revenue. The suggestion was made to build out a few fields at a time but keep all eight on the Master Plan for the future. There could be savings with the wetland project to dig it out and fill in the fields to get the grade needed to reduce costs.

FOPP is looking to donate towards a rentable shelter with a few picnic tables and grills at the end of Main to view the river.

**Centralized Area:**

- Central spine to the river, Concept B has a walk down to the river while Concept A has more green space. Concept A preferred.
- Pedestrian bridge across Aloe Creek
- Open area for events or vendors
- Creek enhancements – dressing up Aloe Creek and Rush Creek so that people can access it more using big boulders, plants, and gravel.

The Board agrees they like Concept A for the centralized area.

Staff should investigate LWCF boundaries.

**English Landing Park**

Keep the current natural amenities but engage visitors deeper into the Park with the road – Concept A. Parking on Concept A is preferred but could incorporate Concept B until funding is available for Concept A

The next step is to consolidate the Concepts and bring to the Aldermen for review and submit it to the County before the end of the year.

Larry will have an updated plan at the September meeting.

## **CITY OF PARKVILLE** **Policy Report**

Date: Wednesday, September 9, 2016

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Alysen Abel  
Public Works Director

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 between city/county staff and Vireo was held on January 8, 2016, to confirm project goals, objectives, expectations, opportunities and constraints. 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 the results of the park inventory, an open house outline, and discussion of previous plans.

Following the second 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 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 June 8, 2016, the consultants displayed preliminary design concepts of the riverfront parks for review. Based on the discussion and comments, a second public open house took place during the 4<sup>th</sup> of July festival and an online survey was available for those who were unable to attend. At the meeting on August 10, 2016, the consultants will be presented a draft analysis of park operations and maintenance. The analysis evaluates the current level of maintenance for the Parkville park system and attempts to determine if the current level of maintenance is adequate or if it should be improved. A special meeting with the steering committee was held on August 17, 2016, with the focus on how to bring both preliminary concepts of the riverfront parks together to create a final plan for the riverfront parks.

At the meeting tonight, the consultant will be presenting a consolidated riverfront park concept (Attachment 2) for approval by the steering committee. Two draft matrices are included to provide guidance and help manage expectations in regards to cost vs. interest and cost vs. revenue

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**ITEM 4A**  
*For 09-14-16*  
**Community Land and Recreation Board**

potential (Attachment 3). The consultant will be presenting the second draft analysis of park operations and maintenance (Attachment 4) and park reach analysis map and cut sheets (Attachment 5). Based on comments from the Steering Committee, the consultant will present a final parks master plan report at the steering committee meeting in October for review and approval by the Community Land and Recreation Board with subsequent review by the Board of Aldermen.

**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 2016, 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.

**ATTACHMENTS:**

1. Agenda (Will be sent as a separate attachment)
  2. Riverfront park design (Will be sent as a separate attachment)
  3. Riverfront parks design elements matrices A&B (Will be sent as a separate attachment)
  4. Draft Parks Maintenance Management Assessment (Will be sent as a separate attachment)
  5. Park reach analysis map and cut sheets (Will be sent as a separate attachment)
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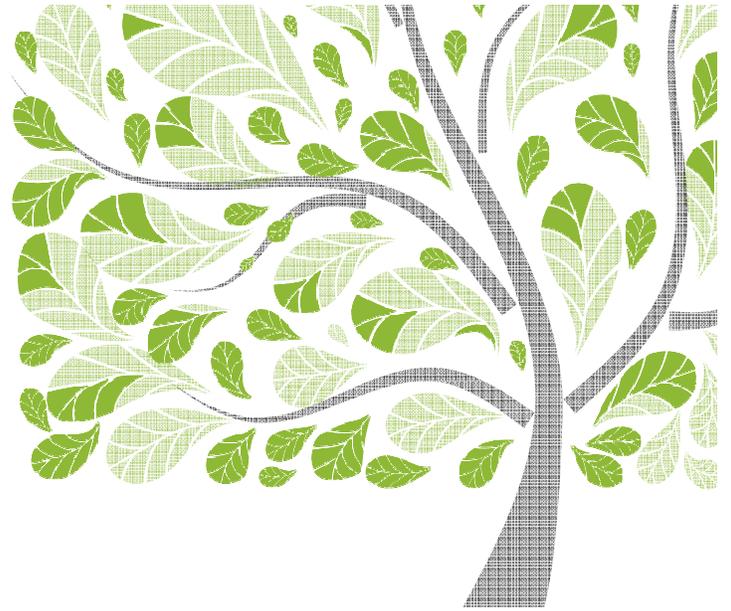
## Steering Committee Meeting

September 14, 2016

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### Agenda

1. Maintenance Management Assessment
  - a. Final draft for approval
2. Riverfront Parks Concept
  - a. Rendered final draft for approval
3. Remaining Parks Recommendations
  - a. Cut Sheets

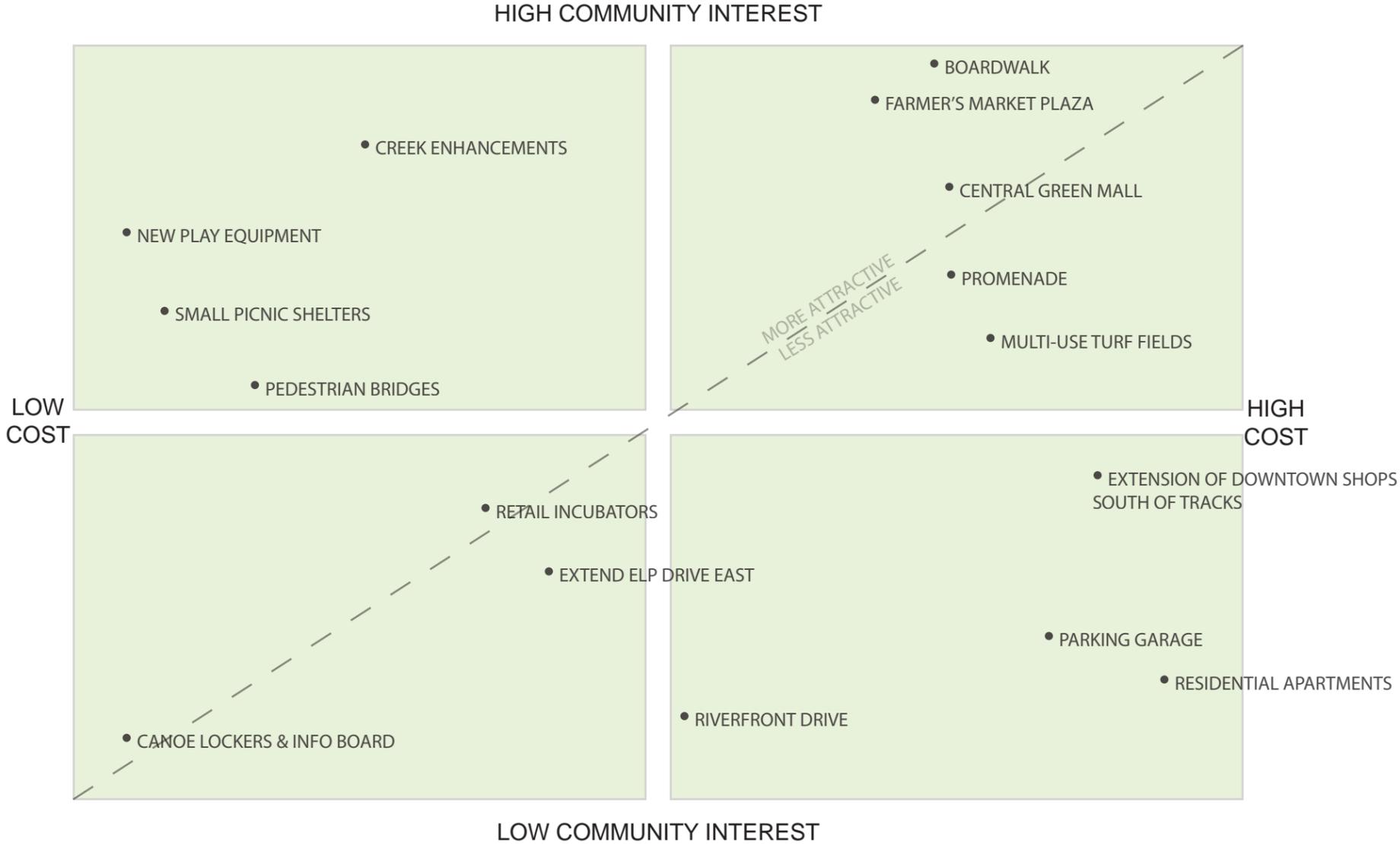


### Attachments:

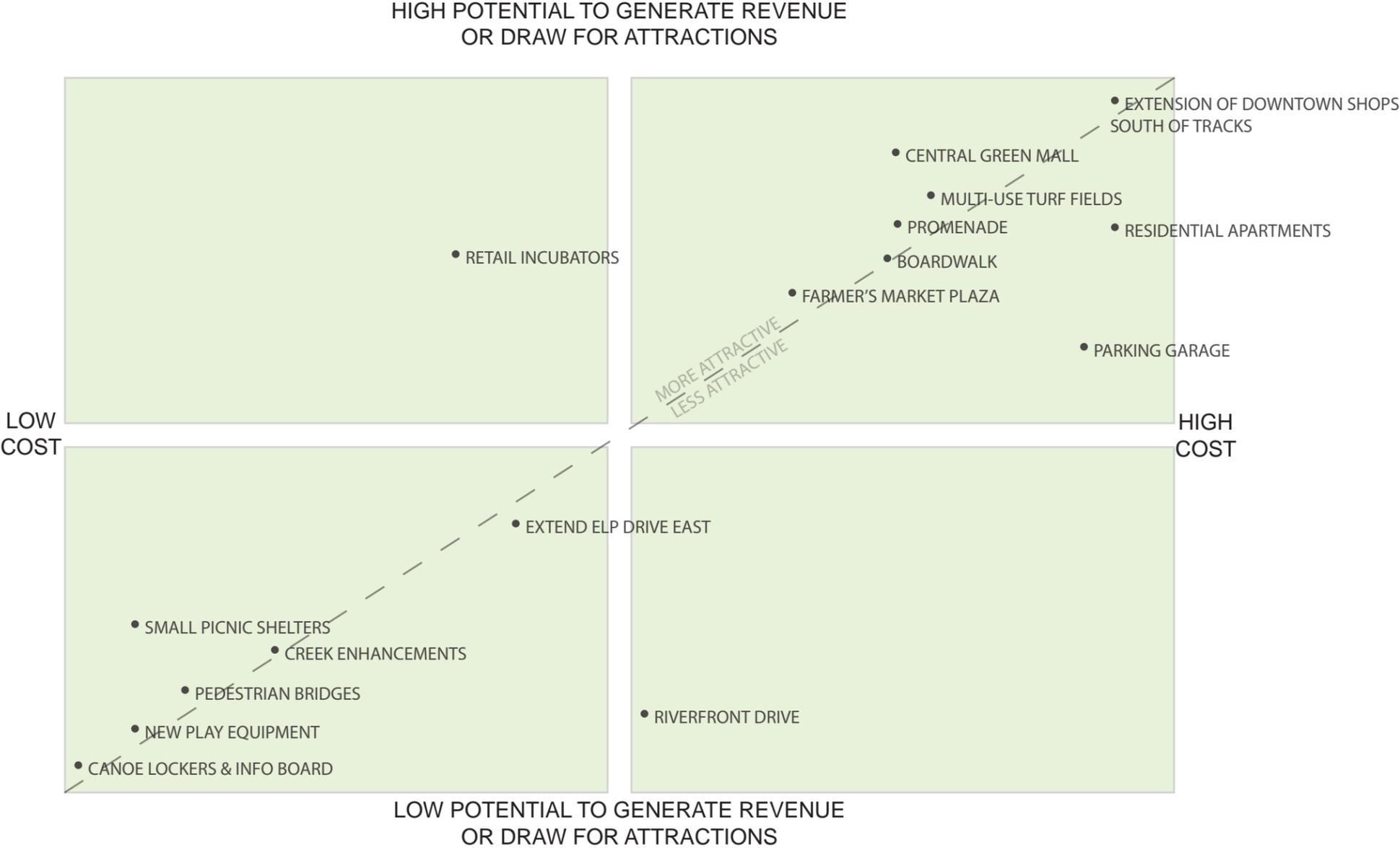
*Parks Maintenance Management Assessment, Riverfront parks design concept, Park Cut Sheets*



# RIVERFRONT PARKS DESIGN ELEMENTS MATRIX A



# RIVERFRONT PARKS DESIGN ELEMENTS MATRIX B



# **PARKVILLE PARKS MAINTENANCE MANAGEMENT ASSESSMENT**

## **Introduction**

This assessment is created for two purposes:

1. To evaluate the current level of maintenance of the Parkville park system.
2. To determine if the current level of maintenance is adequate or if it should be improved.

Ultimately, the level of maintenance must support the Vision and Mission that is presented in the new master plan as well as that of the City. In 2015 the Mayor and Board of Aldermen identified parks as one of the critical success factors to achieve the City's vision. In addition, the long term priorities identified for Parks include establishing it as a stand-alone department and increasing staff resources to maintain all new park areas. That support must include adequate resources in its operating and capital budgets for staff, equipment, and supplies to succeed.

The Vision and Mission Statements for Parkville Parks have been updated and more clearly defined from the 2008 version. The new statements are as follows:

**Vision:** The city of Parkville will enjoy an accessible, safe and connected community park system, providing regionally significant destinations and preserving and enhancing Parkville's unique natural resource base while maintaining and creating a variety of unique recreational activities.

**Mission:** Balance the demand for recreation with the need for conservation, maintain park facilities to a high standard, offer a variety of enjoyable, clean, safe and accessible recreational activities and facilities and preserve natural areas.

The Park Department's resources must meet and be funded at an appropriate level to accomplish those goals.

## **Basic Tenets**

Basic tenets are the guiding principles or the foundation upon which all recommendations in this report are linked. They are as follows:

- The level of maintenance that exists in the park system is directly related to the resources available to staff.
- The most acceptable level of maintenance is one that provides:
  - safety
  - security
  - approval by citizens-at-large, the board of aldermen, administration; and
  - allows the community to implement its Vision and Mission Statements

## Assessment Methodology

To assess Parkville’s level of maintenance within the Parks Department, six categories were analyzed:

- **Superintendent’s perception** of citizen and stakeholder satisfaction
- **On-site observations**
- **Maintenance Type** (preventive, cyclical, corrective)
- **Maintenance Mode** (intensity of maintenance operations as a whole)
- **Function and Frequency of Maintenance**
- **Benchmarking Comparisons**

### Superintendent’s Perception

The Superintendent of Parks was asked for his opinion about how others (Mayor, Parkville Board of Aldermen, CLARB, citizens-at-large, City Administrator, Director of Public Works, and he) would rate the maintenance quality of the park system. Clearly, this is a difficult position for the Superintendent to be placed in; however, he is the first to know of issues in the system that generate negative feedback from others, thus his opinion provides an insight that we would otherwise not have. Using a scale of 0 to 10 with 10 being the highest score, the Superintendent’s perception is that others would rate the quality of maintenance in Parkville Parks at an 8. This rating compares to a national benchmarking average satisfaction with parks of 85%.

### Maintenance Type

There are three maintenance types against which Parkville is evaluated: Preventive, Cyclical, and Corrective. Park staff organizes its work in both the cyclical and preventive categories. Predictable maintenance functions such as those cited in Table 1 are addressed on a scheduled basis, thus embracing both the cyclical (annual) approach as well as the preventive approach. The outcome of this approach is that there are minimal corrective actions required during the year.

1. Preventive – The goal of Preventive Maintenance is to schedule routine actions on each asset that is to be maintained.
2. Cyclical – Cyclical Maintenance generally is defined as the maintenance action on a key element of an asset that will need to be replacement or refurbishment one or more times during the life of the asset.
3. Corrective – Corrective Maintenance is the last type of repair action. Equipment may break down before it is scheduled to be replaced. Generally speaking, corrective repairs should be a relatively small part of the maintenance time. Corrective repairs are a signal that something is not working.

Table 1: Maintenance Types

Type	Parkville	Comments
Preventive	x	Based on preventive processes for the maintenance of the irrigation system, its backflow preventers, and the Depot fountain as specific examples
Cyclical	x	
Corrective		

## Maintenance Mode

There are four maintenance modes as described below and against which Parkville is evaluated. These maintenance modes as developed by the National Recreation and Parks Association (NRPA) express varying levels of care for all parks maintenance functions. The national benchmark for dollars spent per acre is shown to the right of each maintenance mode. These figures are based on nationwide data provided by the National Recreation and Parks Agency (NRPA) through their PRORAGIS database.

Table 2: Maintenance level description and national benchmark of dollars spent per acre

Mode	Description	National Benchmark for dollars spent per acre
Mode 1	high level maintenance usually associated with high traffic areas such as those around the perimeter of your buildings and most heavily used parks	\$6,000
Mode 2	high level maintenance associated with well-developed park areas with reasonably high visitation	\$4,500
Mode 3	moderate level of maintenance associated with locations with moderate to low levels of development, moderate to low levels of visitation, or with agencies that because of budget restrictions cannot afford a higher level of maintenance	\$3,400
Mode 4	moderately low level of maintenance associated with low level of development, low visitation, undeveloped areas or remote parks	\$1,800

Parkville currently spends \$1,424 per acre on parks which is lower than the national benchmark for a Mode 4 level of maintenance. While the department may be funded below the lowest level of maintenance, on-site observation and further discussions with park staff suggest that Parks is operating at a higher level of maintenance, perhaps as high as Mode 2. The fact that the maintenance facility is located in the largest park, which represents 80% of the total park system, contributes considerably to the department's efficiency. In addition, the dedication of current park staff to provide the best service it can with the resources currently available largely accounts for the consideration that the maintenance department is operating in a Mode higher than Mode 4.

## Maintenance Functions and their Maintenance Frequency

Frequency of maintenance is determined by resources, staff efficiency, and citizen expectations. Currently, the city of Parkville has not formally adopted a park maintenance approach and if done would provide useful information which will allow the department to better work with community leaders to align budgeted resources with maintenance level expectations. One such approach would be to implement a new project work order system whereby the department will have the ability to track current man hours needed to maintain the system at its current level and, when needed, it will be in a position to calculate the additional resources needed to elevate overall maintenance functions.

Detailed below in Tables 3 and 4, are staff's calculations of the man hours available for current tasks and the gap that exists between what is available versus what is needed:

Table 3: Current Maintenance Functions and their Maintenance Frequency

<b>Function</b>	<b>Current Monthly Man Hours</b>	<b>Maintenance Frequency (weekly, monthly or annually)</b>	<b>Additional monthly hours needed</b>
Administration	65	Daily	10
Building maintenance	6	As needed	16
Equipment/vehicle maintenance	16	As needed	12
Facility maintenance	8	Monthly	10
Flower maintenance	16	As needed	10
Mowing/Grounds maintenance	210	Daily	160
Right-of-Way Mowing	50		
Athletic Field Maintenance	60	Daily	20
Herbicide application	24	Monthly	32
Irrigation	10	As needed	
Weedeating	55	Daily	40
Right-of-Way Weedeating	35		
Recreation equipment	10	Monthly	20
Restroom maintenance	30	Daily	20
Snow removal		As needed	
Training	16	Monthly	20
Trash pickup	55	Daily	20
Tree care/removal	40	As needed	25
Lighting	4	As needed	6
Setup for Special Events	20	Monthly (April thru October)	30
City Hall landscape maintenance	12	Monthly	12
Fall Cleanup	20	Annually	
<b>T O T A L</b>	<b>762</b>		<b>463</b>

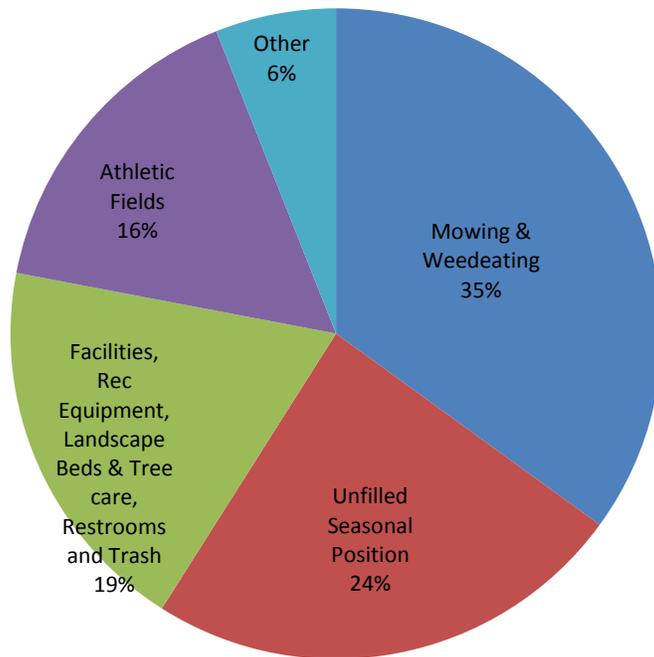
Table 4: Current and Future Maintenance Functions and their Maintenance Frequency for Platte Landing Park

<b>Function</b>	<b>Current Monthly Man Hours</b>	<b>Maintenance Frequency (weekly, monthly or annually)</b>	<b>Additional monthly hours needed</b>
Administration	16	Daily	8
Equipment/vehicle maintenance	10	Weekly	2
Wetland maintenance	24	As needed	20
Mowing/Grounds maintenance	40	Weekly	8
Herbicide application	24	Daily	10
New Athletic fields Soccer/lacrosse (4 ea.)	0	Daily	90
Irrigation (if new fields are irrigated)	0	Weekly	8
Weedeating	30	Daily	20
Recreation equipment (new playground)	0	Weekly	8
Restroom maintenance	16	Daily	2
Trash pickup	18	Daily	8
Tree care/removal	16	As needed	8
Boat ramp maintenance	4	Bi-weekly	0
<b>T O T A L</b>	<b>198</b>		<b>192</b>

**Summary**

Based on the totals provided by staff in Tables 3 and 4, there is a total gap of 655 hours needed monthly to accomplish the tasks that should be completed to maintain the park system at the department’s current operating maintenance mode and assuming both current and proposed improvements. Analysis of this gap reveals the following:

1. 35% of the total gap, or 228 hours, is attributable to mowing and weed-eating functions.
  - a. 85 hours of which is
2. 24% of the total gap, or 160 hours, is the result of one of unfilled seasonal position.
3. 19% of the total gap, or 126 hours, is attributable to maintenance of facilities, recreation equipment, landscape beds, tree care, restrooms and trash pickup.
4. 16% of the total gap, or 110 hours, is attributable to athletic field maintenance (current and proposed).
5. The remaining 6% percent, or 41 hours, is attributed to the various remaining daily and monthly and as needed functions of the department listed in Tables 3 and 4 such as administration, irrigation, snow removal, boat ramp maintenance, and setting up for special events.



The addition of Platte Landing Park has added and will continue to add significant maintenance responsibilities to the Park Department as future development occurs. This addition of 140 acres to the park system as well as the vision to develop new multi-purpose athletic fields, baseball fields, wetlands, and other amenities will require new resources beyond the current budget to maintain the current operating Maintenance Mode. According to maintenance staff, Platte Landing Park alone accounts for about 30% of gap in maintenance resource needs.

## Benchmarking Comparisons

Comparing key indicators linked to national averages and/or best practices provides another perspective when analyzing Parkville’s level of maintenance that results from its management approach.

Table 5: National Averages, Benchmarks, and other Relevant Data

Item	Parkville	National Average and/or Benchmark	What does it mean?
Annual budget for capital maintenance, maintenance equipment and asset depreciation	\$192,000 (average 2013-2016)	High performing agencies develop a percentage of their total assets to be budgeted annually for capital improvements	Reinvest in capital maintenance on an recurring annual basis at a determined acceptable percentage
Expenditures per resident (total park budget / population)	\$64.00	\$85.84	Parkville spends about 25% less than the national median on a per resident basis
Budget per acre of maintained area (total park budget / total maintained area)	\$1,424	Detailed above in the maintenance level table	Resources should match determined acceptable maintenance mode(s)
Park acres per 1,000 residents	45.0	10.6	The proportion of parkland to the population supporting it. Parkville maintains over 4 times more parkland on a per 1,000 residents basis than the national median.
Number of Full-Time Equivalent (FTE) employees (includes both full & part time staff)	7	13.9 (Agencies which maintain 250 or less acres)	Parkville has about 7 less FTE employees than the national median for agencies maintaining the same amount of parkland
Is there an automatic equipment replacement program based on age or operating hours on each piece of equipment?	No, however the city expects that equipment which needs to be replaced should be listed in the CIP during the annual budget process	Varies; however, an automatic equipment replacement program based on equipment hours of usage or age is the standard	While automatic replacement does not fit every jurisdiction, an automated review cycle will greatly help prepare Parkville for upcoming capital needs
Does the Department have the right kind of equipment for the tasks that it is required to perform?	No. While most tasks can be performed with the equipment currently available, other equipment is needed to more efficiently conduct operations	Safety, efficiency, and staff morale are of the utmost importance. To achieve the highest level of service, it is critical that equipment is of the right type	Future equipment recommendations will be added to the CIP
Are there maintenance tasks,	There is a significant	Mowing of rights-of-way is	When the volume of

facilities, parks, or amenities that should be outsourced or considered for removal from inventory?	amount of mowing of rights-of-way that should be considered	a good candidate for consideration for outsourcing	park land work at hand is greater than the resources available to accomplish it, outsource right of way mowing.
Is the Department outsourcing any of its maintenance at this time?	10 acres of wetlands	Outsourcing varies but it has a role and is worthy of consideration as appropriate	Continue doing so until development occurs or funding for larger equipment/manpower is identified.
Are there hobbyists, special interest groups, or other partners who do, or can do maintenance to meet your expectations that will offset your workload?	Volunteer help is provided by special interest groups for smaller projects, but they lack the equipment and skills for bigger projects	Best practices encourage agency's to utilize volunteer help when it is beneficial to both the city and the volunteer/volunteer group	Continue existing relationships where they have proven to be beneficial, foster new relationships and terminate any that are hindrances.

### Current Capital Maintenance Needs

Discussions with the Superintendent of Parks resulted in the identification of a number of capital needs. Those needs are captured below in Table 6 and have been included in the CIP as requests for future purchase. Equipment listed in Table 6 are currently rented on an as needed basis.

Table 6: A list of current capital and deferred maintenance needs

Item	Approximate Cost for Replacement/Repair
Drill Seeder	5,000
Zero Turn Mower	17,500
6 Series Tractor w/ Turf Tires	30,000
Brush hog mower attachment	19,500
Storage / Maintenance Facility	75,000
Chipper	20,000
TOTAL	\$167,000

## FINDINGS AND RECOMMENDATIONS

### **Finding #1 – Park Maintenance Management Plan**

The Park Department has not adopted a formal maintenance management plan.

#### **Recommendation #1**

The city should create and formally adopt a park maintenance management plan. A Parks Maintenance Plan would provide the community with the data it needs to manage the park system as an important business component of the overall city budget. In outline form, the formal plan would include the following key components:

- The philosophy of managing the system for cyclical and preventive maintenance and when each is appropriate for Parkville
- Park and asset inventory
- Identification of maintenance activities and the level of maintenance to which each is held for each defined maintenance mode
- Work standards
- Work load distribution
- Staffing requirements to complete each activity that has been identified
- Work schedules on a daily, weekly, monthly, and annual basis
- Defined maintenance modes to be achieved along with a coordinating diagram (example below) of each park showing the extent to which each of the various defined maintenance level standards apply



Level 1 Maintenance Mode: (10 acres) All front door high traffic areas.

Level 2 Maintenance Mode: (100 acres) All athletic fields, active recreation and riverfront areas.

Level 3 Maintenance Mode: (20 acres) All wetland and passive recreation areas.

Level 4 Maintenance Mode: (80 acres) All areas not otherwise designated at a higher level.

## **Finding #2 – Level of Maintenance Gap**

There is a gap between the available resources for current maintenance requirements and the resources needed to accomplish them. All of the data in Tables 3 and 4 is based on six positions which include the superintendent and two full-time positions and three seasonal positions. However, the Parks Department has been budgeted for an additional seasonal position which would result in a total of four seasonal positions but the Park Department has been unable to fill that position.

It is also noteworthy that the gap would most likely be more obvious to park users if it were not for the leadership of the park department and a small staff of extremely passionate employees who are dedicated to providing a high level of service. However, it is not in the long term interest of the system to rely so heavily on the energy provided by its current staff.

Benchmark comparisons shown in Table 5 suggest that by comparison to national medians for agencies similar in population or park acreage Parkville should increase its operating budget, and number of full time equivalent employees. This is especially evident considering that Parkville maintains over four (4) times the amount of park acreage than the national median on a per 1,000 residents basis, yet operates with half, or less than half, of the number of full time equivalent employees than jurisdictions maintaining the same amount of park land. Parkville, by comparison, spends about \$22 less per resident than the national median for agencies serving populations with less than 20,000 people.

### ***Recommendation #2a***

Seek support from administration and the Board of Aldermen to close the gap.

1. Fill the open seasonal position and add three (3) additional seasonal positions. While this still falls short of meeting the national norm, it will fill the identified gap and begin to position the department to adequately and efficiently take on additional park improvements.
2. Increase the operating budget by \$22 per resident to match the national median. This equates to about \$120,000 additionally per year.

### ***Recommendation #2b***

Out-source mowing of rights-of-way to help close the gap. Currently right-of-way mowing and weedeating accounts for about 10% of parks total man hours. Outsourcing could be on an as-workload-demands basis. When resources fall short of the workload demand to maintain the identified maintenance mode standards Parkville should outsource mowing of rights of way and non-park properties. Outsourcing right-of-way mowing and weedeating will put 85 hours per month back into maintenance of parks.

## **Finding #3 - Financial**

Parkville does not have a dedicated funding source for the operating and capital improvement budgets of the Park Department. While Parkville's partnership with Platte County has made tremendous accomplishments, should County tax contributions be reduced or eliminated, Parkville will need to identify alternate sources of revenue for parks.

### ***Recommendation #3a***

The City of Parkville should ask voters for a 10 year ½ cent sales tax dedicated to park operations and development of new facilities. Over 10 years this has the potential to generate about \$5 million, or \$500,000 annually.

### ***Recommendation #3b***

The city should determine the value of all assets in the park system. When the value of all assets has been calculated, the city should adopt an approach to re-invest capital dollars back into the system by following this outline:

1. Determine an appropriate percentage of the system's assets that the board of aldermen will re-invest each year
2. Continuously update the capital improvement needs of the system and present to the board of aldermen during the annual budgeting process.
  - Current capital needs are detailed above in Table 6. As shown in that table, the current total is \$167,000 for requests that are realistic and typical for the maintenance of a park system.

### **Finding #4 – Work Order System**

The Park Department does not have access to a commercial software program designed for usage as a work order system. The work order system would allow the Park Department to manage all aspects of its operations by providing data to be used for analytical purposes. Accurate data would be used to guide the allocation of resources.

There are several vendors of work order systems that are designed specifically for municipal park departments. Acquisition software costs range between \$4,000 and \$6,000 with an additional one-time cost of approximately \$1,000 for training. Monthly fees are assessed after one year and typically range between \$300 and \$500 per month. Popular vendors are:

- ManagerPlus
- CityWorks
- Trims
- MainTrac

### ***Recommendation #4a***

The city of Parkville should acquire and implement a commercial work order system. When implemented, the system will:

- take the guess work out of capturing the quantifiable data needed to respond to questions from citizens-at-large, administration, board of aldermen or others who inquire about future opportunities and/or issues
- captures the man hours and other resource requirements needed to maintain the system

- be used to schedule work
- be used for collecting important data that can be used to validate operating and capital budget requests

### **Finding #5 – Automated Equipment Review Program**

The Park Department does not have a defined equipment replacement program outside of identifying capital needs when equipment wears out. Because equipment has a predictable life, the park system cannot provide the level of maintenance that it should if its equipment is not dependable. The combination of undependable equipment, a small staff, and a gap between maintenance requirements and available resources is not a good formula for the provision of an acceptable level of maintenance.

#### ***Recommendation #5a***

The city of Parkville should create and formally adopt an automated equipment review program. For each piece of equipment a determined review period should be identified. When a piece of equipment approaches the determined review horizon an assessment should be made by the Superintendent regarding the immediacy with which its replacement should be identified as a capital need. Guidelines for consideration include:

- 800 hours for an air cooled/gas commercial mower
- 1,200 for diesel mowers
- 5,000 hours for a tractor

### **Finding #6 – Formal Partnership Policy**

The Park Department has entered into various partnerships from time to time, but does not actively seek out partnerships as part of its current culture. Considering the wealth and variety of amenities Parkville Parks have to offer a variety of community groups and the department’s relatively limited resources, actively pursuing partnerships could prove to be integral to not only closing the maintenance gap but promoting the unique assets that Parkville parks have to offer.

#### ***Recommendation #6a***

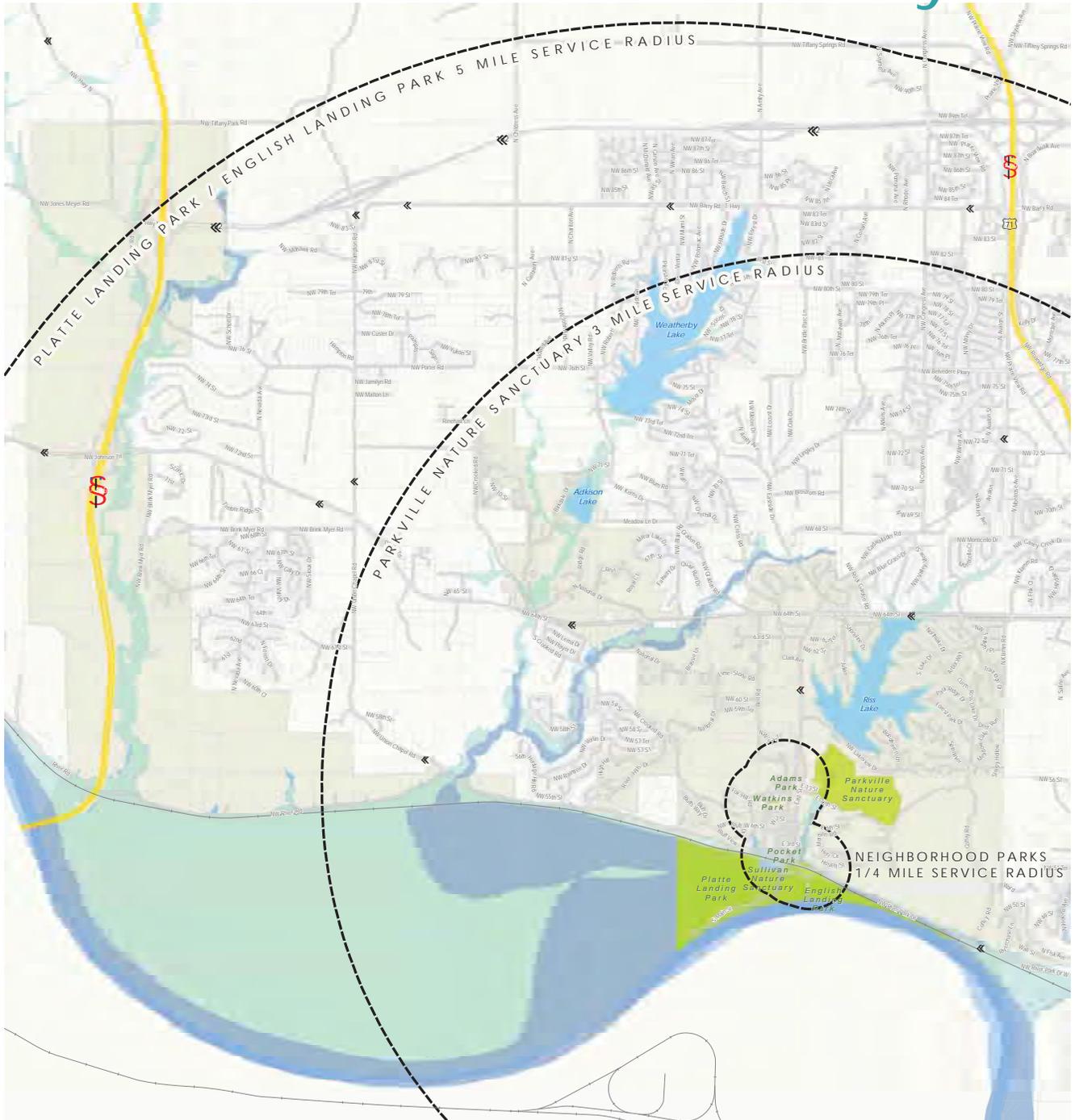
Encourage within the department a culture that actively seeks partnerships within the community which are mutually beneficial. Notify the public of Parks interest in doing so and see what kind of community interest is generated. Review proposals for doing so and when it is determined to be mutually beneficial, clearly define the parameters surrounding the nature of the partnership including responsibilities of all parties and the expectations of the outcome of the agreement. Agreements should include the following:

- Contact information
- Date when the agreement will be reviewed on an annual basis
- Goals for each partner and assurance that they are mutually beneficial
- Dollar value of contributions by each partner

- Expected/projected revenue
- How best to communicate
- Insurance requirements
- Agreement terms
- Approved signatures of each partner



# Parks Service Radius Analysis



- Parkville City Limits
- Parcel
- Floodway
- Railroad
- Park
- Lakes & River
- 100 Year Floodplain
- Interstate
- 500 Year Floodplain
- Street

# English Landing Park



## Description

English Landing Park is a 68-acre facility with several amenities, including; 3 miles of walking trails, a large playground area, a boat ramp, picnic shelters, sand volleyball court, and a disc golf course. This park is sure to satisfy anyone wanting to take advantage of the great outdoors. The park, with its scenic walking trails that closely parallel the winding Missouri River, is like none other in the metro area. English Landing Park attracts a wide variety of users from bicyclists to walking or running enthusiasts; there is a recreation outlet for all to enjoy.

## Level of Service: 77.55

English Landing Park has a fairly high level of service value as the result of existing park qualities and relatively good condition of amenities.

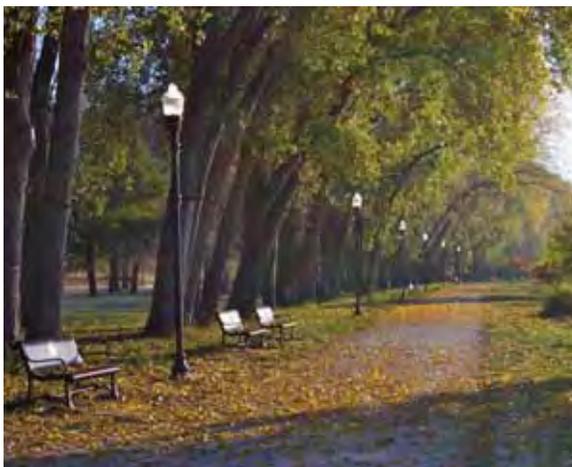
**Accessibility:** Has parking, ada accessible routes, visible park signage and mostly clear sight lines into the park.

**Character:** Large canopy trees offer shade throughout the park, there is lighting in the park along the waterfront along with seating opportunities. Spectacular views of the park's natural beauty and the Missouri River.

**Connectivity:** Walks and trails connect to Platte Landing Park, Sullivan Nature Sanctuary and the Parkville downtown core.

**Usability:** Current amenities include 3 miles of walking trails, a large playground area, a boat ramp, picnic shelters, sand volleyball courts, and a disc golf course.

**Condition & Accessibility of amenities:** Amenities are well maintained and easy to access with little to no constraints. However, parking could be located closer to amenities.



## Progress Towards P3 Recommendations

- Identify areas of environmental significance (wetlands, sensitive species and habitat) to be fully protected from development.
- Explore options for multiple users at Grigsby Field
- Make a grand entrance to park at ball field #1
- Upgrade restrooms
- Additional shelters
- Convert current boat ramp into a fishing pod
- Frisbee golf area in English Landing Park
- Fitness or stretching area at park entrance
- Overlook to river at the end of Main Street
- Tennis / basketball courts
- Water splash fountains
- Preserve riverfront green space
- Expand Trail system

## Current Recommendations

- Extend vehicular access and parking deeper into the park to provide better access to a wider demographic of park users
- Improve the aesthetics of White Aloe and Rush Creek to be more accessible and naturalistic
- Re-distribute and better define parking near the downtown area to create a sense of being in the park as soon as you cross the tracks
- Build an open green mall that extends the downtown experience into the park and provides the opportunity for special events to be held closer to downtown shops and restaurants.
- Provide a small civic plaza in the park just south of the tracks and surround it with small non-permanent retail incubator structures
- Relocate and replace the Farmers Market
- Create a large multipurpose open green oval near the river for large events
- Create a boardwalk along the riverfront
- Connect parking and points of interest to park amenities with paved walks and trails.
- Provide vehicular access to the waterfront south of Rush Creek
- Provide a pedestrian walkway that extends from downtown town to the Missouri River and build an observation deck at its terminus
- Create gateway signage south of the railroad tracks on S. East Street



# Platte Landing Park



## Description

Platte Landing Park is a cooperative effort between Platte County and the City of Parkville. The first phase of the new 140 acre park is been completed. The Park includes two miles of trails, Platte County's first off-leash area for dogs, and a new boat ramp into the main channel of the Missouri River.

## Level of Service: 90.24

Platte Landing Park has a high level of service value as the result of existing park qualities and relatively new amenities.

**Accessibility:** Has parking, ada accessible routes, visible park signage and mostly clear sight lines into the park.

**Character:** Large canopy trees offer shade in areas along the waterfront, by and large there is no lighting in the park or seating opportunities, but there are interesting views and potable water access at the dog park and the boat ramp.

**Connectivity:** Walks and trails connect to English Landing Park, Sullivan Nature Sanctuary and the Parkville downtown core.

**Usability:** Current amenities include a boat ramp access to the Missouri River, an off-leash dog park with separate areas for both large and small dogs, and two miles of pedestrian trails around the perimeter of the park.

**Condition & Accessibility of amenities:** Amenities are relatively new and easy to access with little to no constraints.



## Progress Towards P3 Recommendations

- Collaborate with Platte County and the United States Corps of Engineers to the acquisition of conservation land.
- Develop soccer fields, a boat ramp and parking
- Expand baseball or softball fields
- Collaborate with Platte County Parks and Recreation on the development and maintenance of the 130 acres of land purchased by Platte County in 2008
- Take advantage of donated services
- Expand trail system

## Current Recommendations

- Build six regulation size soccer fields to serve multi-purposes
- Build 4 baseball fields (one 300' foul line, and three 200' foul line fields)
- Build parking to accommodate fields and nearby event spaces
- Build canoe lockers and an information board for river paddlers
- Connect trails to new new amenities
- Coordinate construction of the Wetlands with grading and road base needs for future athletic fields
- 

## Current Projects Status (planned or constructed)

Wetland project in coordination with the Army Corps. of Engineers and Platte County

- Currently in the design stage complete to the 30% Construction Document level
- Army Corps of Engineer review processes are expected to be complete by the end of 2016
- Partnership agreements between the City and County are being formalized
- Construction is currently anticipated to be completed in 2018.



# Pocket Park



## Description

Located in the downtown historic district, Pocket Park is a central gathering location. The unique downtown ambiance has a magnetic draw to all those who may happen to pass by.

## Level of Service: 65.60

Pocket Park has an average level of service value. The condition of some areas of the park, namely the wood decking and handrails are opportunities for the park.

**Accessibility:** Has parking, ada accessible routes, and mostly clear sight lines with the exception of a mezzanine level gathering space. However, there is no clearly visible park signage.

**Character:** An urban gathering space centrally located in the downtown core with shade, interesting landscaping, lighting, seating, drinking fountain and interesting views.

**Connectivity:** Centrally located in the downtown core with sidewalks that connect to the riverfront parks.

**Usability:** Current amenities include a small plaza area with two gathering space terraced above

**Condition & Accessibility of amenities:** Amenities on the ground level are relatively new while the wood decking, stairs and metal railings on the upper terraced gathering spaces are in need of repair.



## Progress Towards P3 Recommendations

- Improvement of current facilities and maintaining the existing character
- Preserving the wooden deck
- Update landscaping

## Current Recommendations

- Replace wood decking
- Repaint metal railings and ensure stability

## Current Projects Status (planned or constructed)

- None



# Bruce Watkins Park

## Description

Watkins Park is one of the City's two neighborhood parks. Located just a few blocks from Main Street, at the intersection of West and 10th streets, Watkins Park features a picnic shelter, basketball goal, a small oval trail and an area for horseshoes. The park land was donated on behalf of the Watkins family in honor of Bruce Watkins, a prominent citizen and former Kansas City council member.

## Level of Service: 50.11

Bruce Watkins Park has a below average level of service value primarily due to its tired amenities.

**Accessibility:** Has parking, ada accessible routes, and clear sight lines to all areas of the park.

**Character:** A neighborhood park that abuts a wooded area with a creek creating shade and interesting views. The park does not have lighting, but does have seating.

**Connectivity:** The park is nestled in a fair low density area of single family homes but there are no sidewalks connecting them to the park.

**Usability:** Current amenities include a small shelter with a picnic table, a basket ball goal on a small court, asphalt walking trail, swing, and rocker play equipment

**Condition & Accessibility of amenities:** All amenities are fairly accessible but are in need of repair

## Progress Towards P3 Recommendations

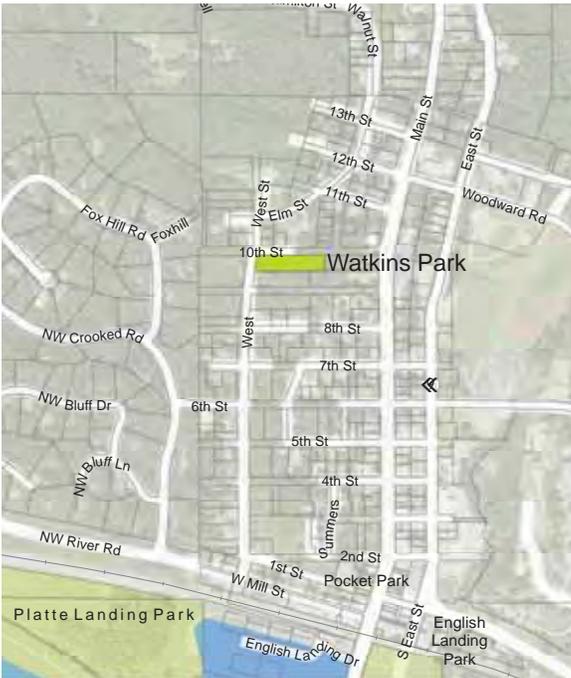
- Improvement of current facilities and maintaining the existing character
- Update signage

## Current Recommendations

- Replace play areas with updated equipment which accommodates a wider demographic
- Repair asphalt trail
- Replace shelter
- Consider the potential for raised bed community gardens - interest to champion this expressed by a Main Street resident during public engagement

## Current Projects Status (planned or constructed)

- None



# Adams Park

## Description

Adams Park is our mini-neighborhood park located just off Main Street at the intersection of 13th and Walnut streets. The park land was donated in 1977 by Joan Adams Mondale, wife of Vice-President Walter Mondale, in memory of her grandparents Dr. and Mrs. Charles Ryan Adams. Water and electricity are not available.

## Level of Service: 47.80

Pocket Park has a below average level of service value as the result of existing park qualities and a few relatively tired amenities.

**Accessibility:** There is no parking, ADA accessible routes, or walks connecting to the park.

However, sight line visibility is clear throughout the extent of the park.

**Character:** An neighborhood park that abuts residential properties. The park does not have lighting, but does have shade and seating. New landscaping is under construction.

**Connectivity:** The park is nestled in an area of single family homes but there are no sidewalks connecting them to the park.

**Usability:** Current amenities include a small shelter with a picnic table and a small open greenspace

**Condition & Accessibility of amenities:** Amenities are in fair condition. The green space area at the lower area of this terraced park needs to be established with grass and the concrete pad under the shelter and walk leading to it needs to be replaced. The shelter needs to be replaced as well.

## Progress Towards P3 Recommendations

- Improve current retaining wall
- Update landscaping
- Update signage

## Current Recommendations

- Replace the concrete pad under the shelter and the walk leading to it.
- Replace shelter and seating underneath
- Consider the potential for raised bed community gardens

## Current Projects Status (planned or constructed)

- Landscaping, retaining wall and signage improvements to be complete by fall of 2016



# Brush Creek Greenway



## Description

This is a proposed new park on the western edge of the city. Growth trends suggest this area where future development will occur and an analysis of the parks systems shows a gap in service here. A greenway with a shared use path along Brush Creek will significantly contribute to the Loop Trail planned for in the 2008 P3 Parks Master Plan and the 2009 Parkville Master Plan as well.

## Progress Towards P3 Recommendations

- Develop parks in undeserved areas, particularly in the northern and western parts of Parkville
- Pursue land purchases or donations for regional parks in these areas:
  - I-435/45 Highway Corridor
  - Acquire natural areas through land dedications and coordination with public and/or private entities
- Create and maintain a variety of trail types that provide connectivity throughout park system and community
- Explore opportunities for trail connections to the Metro-Green 40-mile loop trail system

## Current Recommendations

- Develop a trail paralleling Brush Creek connecting the Missouri River bottoms to Tiffany Springs Park along a scenic creek greenway. Connections along the corridor would provide regional recreation access to local neighborhoods and development in the area.
- Pursue land purchases or donations acquiring natural areas through land dedications and coordination with public and/or private entities

## Current Projects Status (planned or constructed)

- None



## **CITY OF PARKVILLE Policy Report**

Date: Thursday, September 8, 2016

Prepared By:

Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:

Melissa McChesney  
City Clerk

ISSUE:

Discuss and provide feedback on the park map graphic design.

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 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. In late February 2016, the City received notice from the County that they approved a grant request of \$7,749 for trail improvements that 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 July, the Community Land and Recreation Board (CLARB) and the Board of Aldermen approved a three part park signage project which included a professional services agreement with Vireo for park map graphic design services. Part 3 of the park signage project is for graphic design services to create a new park map that will be displayed on the amenity maps in three park locations. The newly designed map will also be able to be displayed on the Parkville website and could be left as fliers at the park entrance bulletin board or at Parkville City Hall. The scope included creating a color rendered park map showing and labeling existing park amenities and features. The map will also include lines, arrows and circles to illustrate the 5K/10K run route as well as distance markers. The first draft of the map can be found in Attachment 1.

Vireo notes that the first draft does not yet include a legend, amenity labels, a visual border, or the far-east end of English Landing Park. These will be included in a subsequent draft. Vireo would like to receive feedback from CLARB on the following topics:

- General Scale – Currently the map is drawn to scale. Should the scale be retained or should specific features be enlarged for visual effect?

## ITEM 4B

For 09-16-16

### Community Land and Recreation Board

- General Style – Currently the map uses light colors, including variations of light greens and light blues. Should the map retain this color scheme, have a brighter more colorful scheme, or a deeper more realistic scheme?
- Border Style – While not currently shown, Vireo's current notion is to match the downtown entryway signage and new entryway banners (blue wave and light brick). Should Vireo proceed with this idea or make the border more generic park theme?
- Far-east end of English Landing Park – Currently the map does not show the far-east end of English Landing Park. Should the map be elongated to show the far-east end of English Landing Park, should the far-east end of English Landing Park be shown in a breakout box (similar to how Alaska and Hawaii are often portrayed in maps of the United States), or should far-east end of English Landing Park left off of the map entirely?
  - Future Connection – Should the map show a possible future connection to the Missouri Riverfront Trail as a dashed line?
- 5K/10K Route – Currently the map shows the 5K/10K race route as a solid line with arrows. Should the map display the 5K/10K race route as a solid line or dashed line? Should like the line be thinner or remain the same width?

Following direction from CLARB, Vireo will put together a second version for review and approval at the October meeting. After approval, the maps will be placed at three preferred sites which are labeled as A, B, and C in Attachment 2. Location A will have a cantilevered pedestal located near the start/finish line of the 5K/10K course. Location B will also have a cantilevered pedestal located near the Platte Landing Park dog park. Location C will have a standalone map that would replace the current map on the English Landing Park bulletin board at the parking lot along White Alloe Creek.

#### 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.

#### STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update regarding park map 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:

## **ITEM 4B**

*For 09-16-16*

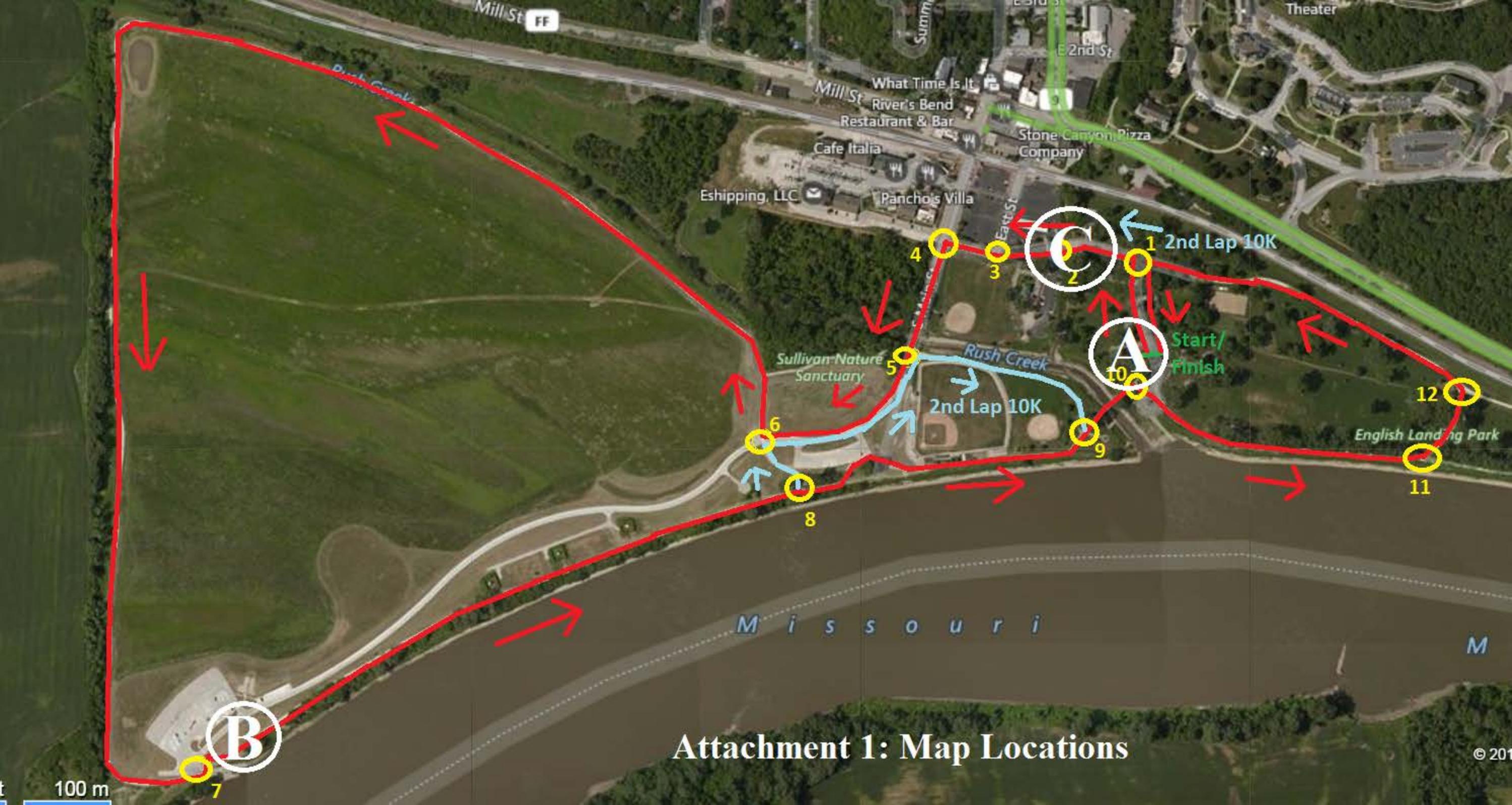
*Community Land and Recreation Board*

1. Draft map of Riverfront Parks.
2. Proposed Map Locations.



→ 5K Run Route

→ 10 K Run 2nd Lap Route



Attachment 1: Map Locations

100 m

© 201

## **CITY OF PARKVILLE Policy Report**

DATE: Wednesday, September 7, 2016

PREPARED BY:

Tim Blakeslee  
Assistant to the City Administrator

REVIEWED BY:

Lauren Palmer  
City Administrator

ISSUE:

Receive the update on the Parks and Nature Sanctuary Capital Improvement Program (CIP).

BACKGROUND:

The City operates on a January 1 to December 31 fiscal year and therefore must adopt a 2017 budget before the end of the calendar year. At the Board of Aldermen level, the process involves four budget work sessions followed by a public hearing to review and adopt the final budget. Part of this process is the adoption of the annual Capital Improvement Program (CIP). The CIP reflects the priorities of the governing body for the immediate future, but is evaluated on an annual basis and adjusted to reflect changing needs and conditions.

Each department/division submits CIP requests to the City Administrator for preparation of the recommended budget to the Board of Aldermen during the budget process. Attached is a draft version of the Parks and Nature Sanctuary CIP. This document is based on last year's CIP and other internal evaluations. Projects that are not anticipated to be funded or accomplished within the 6-year CIP planning period are listed as unfunded "future" projects. These future projects will assist with CIP preparation in future budget years and create a catalog of unmet community needs.

City staff recommends that the Community Land and Recreation Board (CLARB) provide direction and feedback on the proposed draft Parks and Nature Sanctuary CIP document (Attachment 1) with the following questions in mind:

1. Are the listed projects in priority order?
2. Do the listed CIP projects reflect a future community need?
3. Are any projects missing from the CIP list that should be included?

The discussion tonight will provide the information needed to develop an informed and realistic Parks and Nature Sanctuary Division CIP. Based on CLARB's input, staff will revise the CIP request, if needed, before submitting it to the City Administrator for inclusion in the 2017 recommended budget. Staff reserves the right to add/subtract projects depending on the outcome of parks master plan update. Following additional review and vetting by department staff and city administration, the Board of Aldermen will review the CIP recommendations during its budget work sessions in October and November. Final adoption of the budget is anticipated in December 2016.

BUDGET IMPACT:

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

ALTERNATIVES:

1. Receive the update on the Parks and Nature Sanctuary Capital Improvement Program (CIP) and provide guidance on the discussion items presented.
2. Postpone the item.

## **ITEM 5A**

*For 09-14-16*

*Community Land and Recreation Board*

### STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update on the proposed Parks and Nature Sanctuary Capital Improvement Program (CIP) and provide feedback as necessary.

### POLICY:

Section 150.050.B. of the Parkville Municipal Code directs CLARB to provide advisory support to the Parks and Recreation Department and make recommendations to the Mayor and Board of Aldermen via the Director of Parks and Recreation. CLARB shall review matters of park planning or other issues brought before the Board. Since the annual budget affects parks planning and improvements, staff historically reviews the Parks and Nature Sanctuary CIP with CLARB before finalizing a recommendation to the Board of Aldermen.

### SUGGESTED MOTION:

I move to receive the update on the proposed Parks and Nature Sanctuary Capital Improvement Program (CIP).

### ATTACHMENTS:

1. Parks/Nature Sanctuary CIP



Priority	Account Code	Division	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	2017	2018	2019	2020	2021	2022	Future								
Future		Parks	Project	New	Grigsby Trail Widening	Costs to purchase material to widen the existing trail around Grigsby Field.	100% General Fund	\$ 5,000							\$ 5,000								
Future		Parks	Project	New	Trail Lighting - Platte Landing Park	Install solar lighting along the loop trail in Platte Landing Park.	100% General Fund	\$ 100,000							\$ 100,000								
Future		Parks	Maintenance	New	Southern Platte Pass Trail Maintenance	The City is responsible for maintenance of the multi-modal trail along Route 45 that is beginning to show wear. Funds need to be budgeted for periodic routine maintenance. The need will grow with the completion of Route 45 - Phase C.	100% Transportation Fund	\$ 50,000							\$ 50,000								
Future		Parks	Project	New	Grigsby Field Bleacher Shade Canopy	This project would add sun shades over the bleachers.	100% General Fund	\$ 20,000							\$ 20,000								
Placeholder	For	Parks	Master Plan	Plan	Projects																		
<b>Totals</b>								<b>\$</b>	<b>1,279,000</b>	<b>\$</b>	<b>197,500</b>	<b>\$</b>	<b>182,500</b>	<b>\$</b>	<b>65,000</b>	<b>\$</b>	<b>70,000</b>	<b>\$</b>	<b>50,000</b>	<b>\$</b>	<b>50,000</b>	<b>\$</b>	<b>255,000</b>

Items Removed from CIP	
Project	Why was it Removed
Dog Park Amenities	Completed via girl scout project
Widen the asphalt trail at A-Truss Bridge from 5-feet to 10-feet.	Completed via outreach grant
Platte Landing Park Playground	Master Plan Update changes

## **CITY OF PARKVILLE Policy Report**

Date: Monday, September 12, 2016

Prepared By:

Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:

Lauren Palmer  
City Administrator

ISSUE:

Approve the cooperative agreement from Missouri-American Water Company associated with Missouri-American Water Well #5 in Platte Landing Park

BACKGROUND:

On April 5, 2011, the City of Parkville and Platte County entered into a Memorandum of Understanding (MOU) for the cooperative planning, development, and management of Platte Landing Park. On September 10, 2013, the City and County negotiated a formal Cooperative Development, Operations, and Maintenance Agreement to legally define the various aspects of the relationship, including responsibilities for construction and maintenance, access/use of city property, ownership of the improvements of Platte Landing Park. The Cooperative Agreement states that the City and County must mutually agree upon all capital improvements.

Missouri-American Water operates three wells in Platte Landing Park. The existing subsurface formation around one of the existing wells (named Well #5) has become unusable and has caused a failure in the well. As a result Well #5 is no longer able to sufficiently collect water. To continue to service Parkville and Platte County residents with drinking water, Missouri-American Water requests an easement to construct a new well outside of the existing enclosure of Well #5. The location of the new well can be found in Attachment 1.

Missouri-American Water has prepared a draft Cooperative Agreement for the new well to be approved by the Parkville Board of Aldermen and to be signed by the County (Attachment 2). The agreement states that Platte County will grant Missouri-American Water an easement for a new well location (Attachment 3). In exchange, Missouri-American Water will vacate the existing Well #5 location and remove all above ground equipment/fencing associated with the existing well site. The existing Well #5 location will then be transferred back to Platte County.

Staff's primary concern is screening and security of the new well. City staff's direction to the County was that at a minimum the new well should be screened to the same standard of the current wells in the park. With these concerns in mind, the County added section 3 of the draft Cooperative Agreement. Per section 3, Missouri-American Water would need to comply with Parkville code Section 515.095 Accessory Utility Facilities –Supplementary Regulations. This section of City Code requires submitted plans for the well to meet specific screen and security requirements. In addition, section 3 requires Missouri-American Water to obtain a permit from the Parkville Public Works Department per Section 515.010 regarding cuts, tunneling, or excavations prior to work starting at the new well location.

Prior to this item going to the Board of Alderman for review, the agreement will be reviewed by Legal. Following approval from the City and County, Missouri-American Water will do the initial exploratory work needed to confirm the location of the well is suitable.

BUDGET IMPACT:

## **ITEM 5B**

*For 09-14-16*

### ***Community Land and Recreation Board***

There is no budget impact with this item, other than the nominal fee associated with a cut, tunneling, or excavation permit.

#### **ALTERNATIVES:**

1. Recommend that the Board of Aldermen approve the cooperative agreement from Missouri-American Water Company associated with Missouri-American Water Well #5 in Platte Landing Park.
2. Recommend the cooperative agreement from Missouri-American Water Company associated with Missouri-American Water Well #5 in Platte Landing Park with revisions outline by CLARB.
3. Do not recommend the agreement and provide alternative direction to staff.
4. Postpone the item.

#### **STAFF RECOMMENDATION:**

Staff recommends that the CLARB recommend that the Board of Aldermen approve the cooperative agreement from Missouri-American Water Company associated with Missouri-American Water Well #5 in Platte Landing Park

#### **POLICY:**

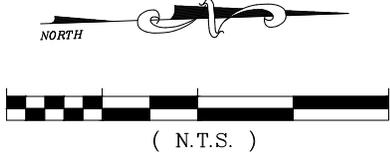
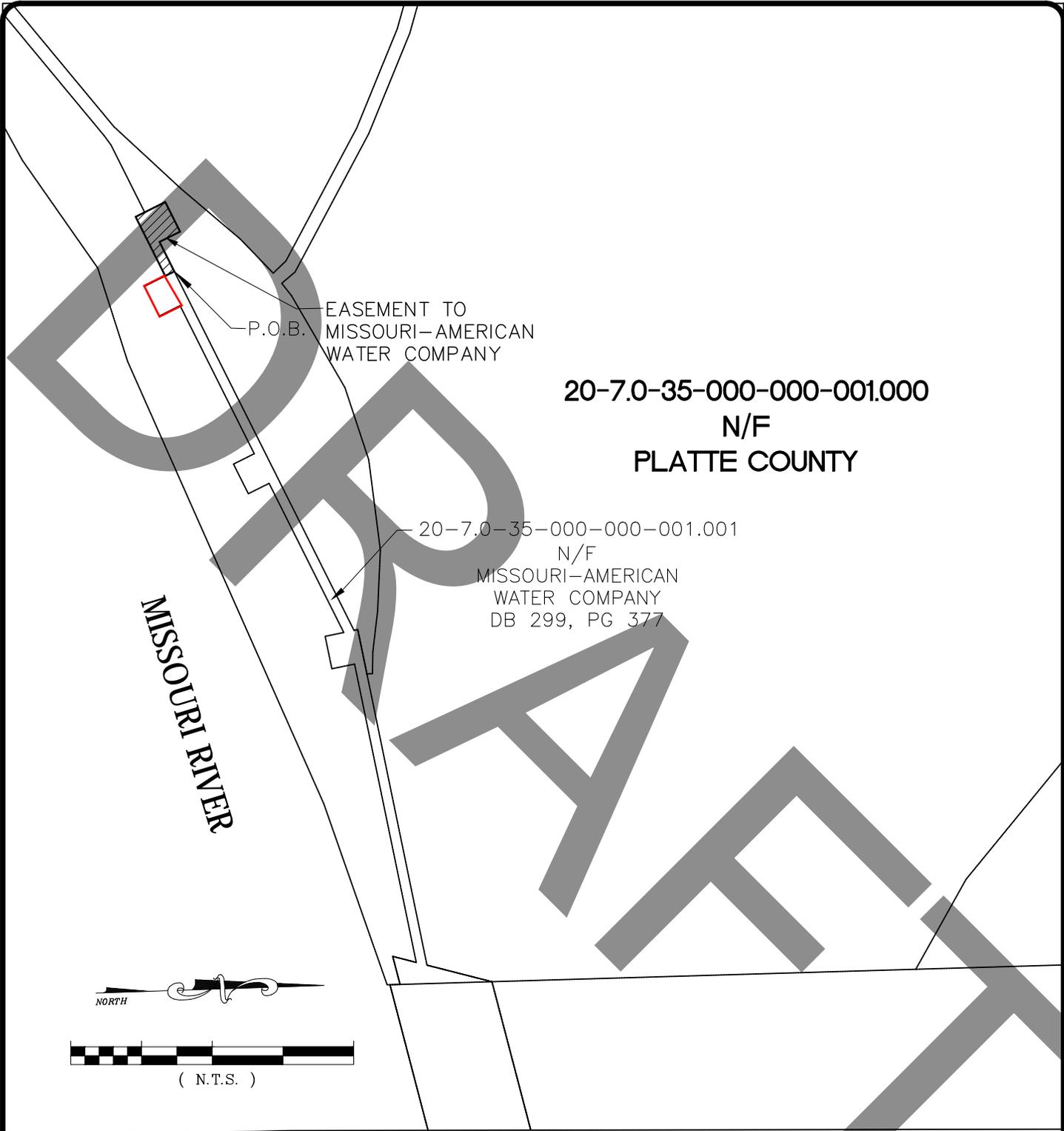
Article V, Section 2 of the Cooperative Agreement for Platte Landing Park states that all capital improvements must be mutually agreed upon by the City and County.

#### **SUGGESTED MOTION:**

I move to recommend that the Board of Aldermen approve the cooperative agreement from Missouri-American Water Company associated with Missouri-American Water Well #5 in Platte Landing Park subject to changes, if any, recommended by the city attorney.

#### **ATTACHMENTS:**

1. Well Location
2. Draft Cooperative Agreement
3. Draft Easement



**LEGEND**

	PERMANENT WATER LINE EASEMENT
--	----------------------------------

EXHIBIT "A"

INITIAL: \_\_\_\_\_

**EASEMENT PLAT**

A TRACT OF LAND IN SECTION 35,  
 TOWNSHIP 51 NORTH, RANGE 34 WEST,  
 CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI

## COOPERATIVE AGREEMENT

This Cooperative Agreement is entered by and between **PLATTE COUNTY**, MISSOURI, a county of the first classification, "COUNTY" and **MISSOURI-AMERICAN WATER COMPANY**, a Missouri Corporation, with an office located at 727 Craig Road, St. Louis, Missouri 63141, "COMPANY".

WHEREAS, COUNTY operates a park and recreational facilities for the benefit of the residents of Platte County, Missouri, including a pedestrian trail route extending through Platte Landing Park "TRACT OF LAND"; and

WHEREAS, COMPANY is requesting an easement, "WELL EASEMENT", for the purpose of installing and maintaining a new well site and appurtenant piping and equipment on said TRACT OF LAND; and

WHEREAS, COUNTY is requesting in exchange for the granting of an easement across said TRACT OF LAND, that the COMPANY will (i) transfer the ownership of its existing well site property, scheduled to be abandoned, to the COUNTY, (ii) vacate the 20' wide existing easement, crossing south of the COUNTY'S central wetland as shown on Exhibit A (iii) remove all above ground equipment and fencing associated with the existing well site; and

WHEREAS, the parties do hereby mutually agree to the proposed exchange of the above described TRACT OF LAND and WELL EASEMENT.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **PROPERTY FROM COMPANY TO COUNTY.** COMPANY agrees to transfer to COUNTY by the execution of quit claim deed as prepared and offered by COMPANY land containing an abandoned well site currently owned by COMPANY, located in the South half of Section 35, Township 51 N, Range 34 W, Platte County, Missouri.

2. **WELL EASEMENT FROM COUNTY TO COMPANY.** COUNTY shall grant to COMPANY the WELL EASEMENT over property owned by COUNTY located in the South half of Section 35, Township 51 N, Range 34 W, Platte County, Missouri, pursuant to certain easement documents to be executed by COUNTY to COMPANY, access rights for COMPANY to travel over COUNTY property for the purpose of accessing its WELL EASEMENT and that the COMPANY shall have the right to construct a new water well site and structures, enclosed by installed fencing, together with any and all water lines and any appurtenances necessary to connect said well to COMPANY'S water distribution system and the right to continue to use and maintain existing water lines and appurtenances as previously installed by COMPANY.

3. **REGULATIONS AND PERMITTING.** COMPANY will comply with City of Parkville code Section 515.095 Accessory Utility Facilities – Supplementary Regulations. Plans submitted to the City of Parkville by the COMPANY will show how the requirements of Section 515.095 will be met. COMPANY will also obtain a permit from the City of Parkville Public Works Department as required by City of Parkville code Section 515.010.

4. **INDEMNITY.** COMPANY shall indemnify, defend and hold harmless COUNTY and its respective officers, directors, employees and authorized agents from and against any and all claims, suits, costs, expenses, loss, damages or injury, including death, to persons or property, including reasonable attorneys' fees, arising out of the activities of COMPANY or its authorized agents, employees

or contractors resulting from the use and occupancy of the WELL EASEMENT granted by COUNTY to COMPANY or resulting from the exercise of the right of entry and access granted thereunder.

To the extent permitted by law, COUNTY shall indemnify, defend and hold harmless COMPANY and its respective officers, directors, employees and authorized agents from and against any and all claims, suits, costs, expenses, loss, damages or injury, including death, to persons or property, including reasonable attorneys' fees, arising out of the activities of COUNTY or its authorized agents, employees or contractors resulting from the use and occupancy of the WELL EASEMENT granted by COUNTY to COMPANY or resulting from the exercise of the right of entry and access granted thereunder.

5. **TERMINATION OF WELL EASEMENT.** The WELL EASEMENT from COUNTY to COMPANY will terminate upon either of the following events occurring:

(i) The water wells installed and constructed by COMPANY on the WELL EASEMENT are no longer required, in the sole discretion of COMPANY, to serve the COMPANY'S water distribution system, and

(ii) COMPANY gives written notification to COUNTY that it will not construct or install any additional water wells on the WELL EASEMENT.

In the event either of the above circumstances occurs, COMPANY will notify COUNTY in writing of such termination and COMPANY will agree at its own cost and expense, to remove COMPANY'S facilities installed in the WELL EASEMENT that are requested in writing by COUNTY to be removed. COMPANY agrees to remove such facilities and restore the WELL EASEMENT to as nearly as practicable to its previous condition within sixty (60) days of such written notice being given to COUNTY.

6. **NOTICES.** All notices and communications concerning the easements and this Agreement shall be in writing and shall be deemed to have been duly given as of the date of mailing when delivered in person or sent by registered or certified mail, return receipt requested, postage prepaid, or Federal Express, UPS or other national overnight mail carrier, to the addresses as follows:

To COMPANY: **Missouri-American Water Company**  
727 Craig Road  
St. Louis, MO 63141  
ATTN: Legal Department

To COUNTY: **Platte County Parks and Recreation Department**  
415 Third Street  
Platte City, MO 64079

7. **INTERPRETATION OF EASEMENTS.** The WELL EASEMENT and this Agreement and the obligations of the parties hereto shall be deemed at all times to be intended to be consistent with law and regulations applicable to water wells in force at any time during the existence of the WELL EASEMENT. In the event of conflict between relevant laws or regulations applicable to the parties, the parties shall comply with the more restrictive of the laws or regulations.

8. **APPLICABLE LAW.** The WELL EASEMENT and this Agreement shall be interpreted under the laws of the State of Missouri.

9. **BINDING EFFECT.** The WELL EASEMENT and this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.

10. **TAXES.** COMPANY agrees to pay for any taxes and assessments levied and assessed on the COMPANY'S facilities installed on the WELL EASEMENT described herein.

11. **EFFECTIVE DATE.** This Agreement shall become effective on the date that all parties have executed this Agreement.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by its authorized officers on the dates set forth below.

[THIS PORTION OF THE DOCUMENT LEFT BLANK INTENTIONALLY]

**MISSOURI-AMERICAN WATER COMPANY**

By: \_\_\_\_\_  
David Pruitt, Construction Manager

Date: \_\_\_\_\_

STATE OF MISSOURI )  
                                  ) SS:  
COUNTY OF ST. LOUIS )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016 before me, appeared DAVE PRUITT, to me personally known, who being by me duly sworn, did say that he is the CONSTRUCTION MANAGER of **MISSOURI-AMERICAN WATER COMPANY**, and that said instrument was signed on behalf of said MISSOURI-AMERICAN WATER COMPANY by authority of its Board of Directors, and said DAVID PRUITT acknowledged said instrument to be the free act and deed of said MISSOURI-AMERICAN WATER COMPANY.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at my office in \_\_\_\_\_, Missouri, the day and year last above written.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My commission expires:

**PLATTE COUNTY, MISSOURI**

By: \_\_\_\_\_  
Ron Schieber, Presiding Commissioner

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
County Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Robert H. Shaw, County Counselor

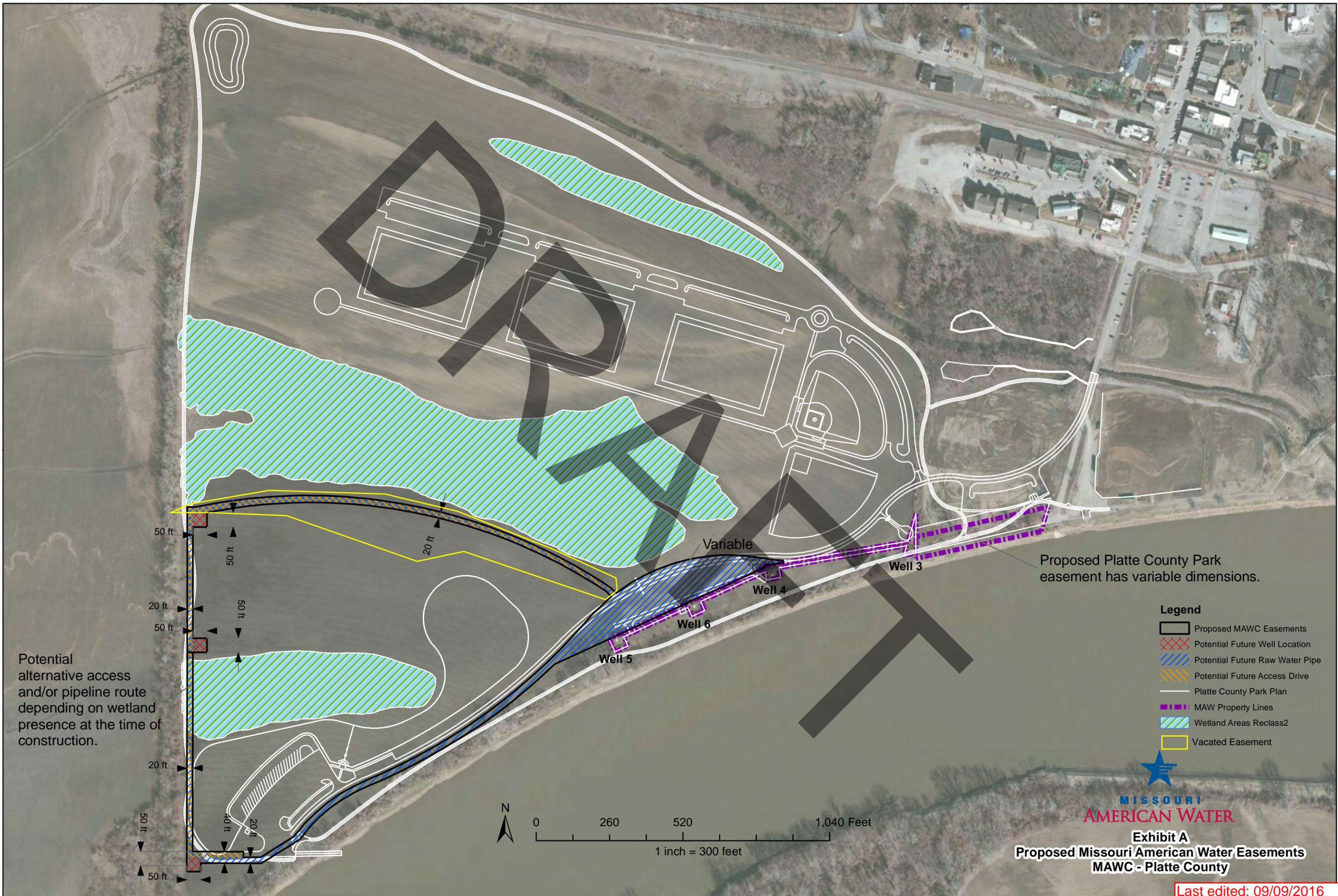
STATE OF MISSOURI    )  
                                  ) SS:  
COUNTY OF PLATTE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public, appeared RON SCHIEBER, to be personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Presiding Commissioner of Platte County, Missouri, and that the seal affixed to the foregoing instrument was signed and sealed on behalf of the County, and that said RON SCHIEBER acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by notarial seal the day and year last above written.

\_\_\_\_\_  
NOTARY PUBLIC

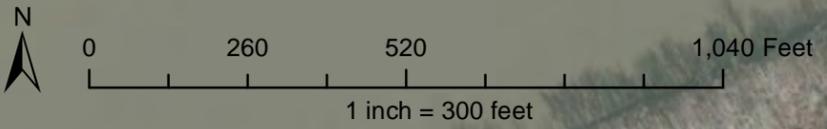
\_\_\_\_\_  
My commission expires:



Potential alternative access and/or pipeline route depending on wetland presence at the time of construction.

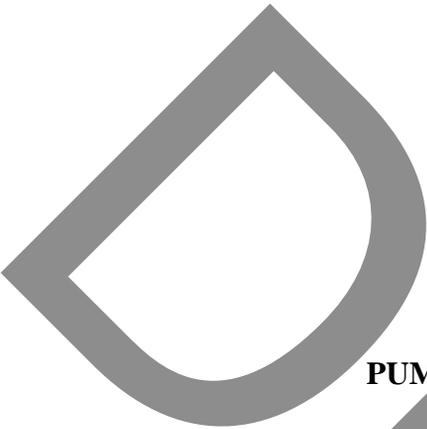
Proposed Platte County Park easement has variable dimensions.

- Legend**
- Proposed MAWC Easements
  - Potential Future Well Location
  - Potential Future Raw Water Pipe
  - Potential Future Access Drive
  - Platte County Park Plan
  - MAW Property Lines
  - Wetland Areas Reclass2
  - Vacated Easement



**Exhibit A**  
**Proposed Missouri American Water Easements**  
**MAWC - Platte County**

Last edited: 09/09/2016



## PUMP WELL AND WATER PIPE EASEMENT

KNOW ALL MEN BY THESE PRESENTS, on this \_\_\_\_ day of \_\_\_\_\_, 2016, that the undersigned **PLATTE COUNTY, MISSOURI**, (“Grantor”), owner of a tract of land being located in *Section 35, Township 51 North, Range 34 West*, Platte County, Missouri, having acquired title to said tract of land by deed recorded in Book \_\_\_\_\_, Page \_\_\_\_\_ of the Platte County Records, for and in consideration of the sum of One Dollar (\$1.00) to it in hand paid by the **Missouri-American Water Company**, a Missouri corporation with offices located at **727 Craig Road, St. Louis, Missouri, 63141**, (“Grantee”), the receipt of which is hereby acknowledged, and for other good and valuable considerations does by these presents grant, sell, convey, and confirm, unto the Grantee, its successors and assigns, the right and easement to, (1) lay, repair, replace, and forever maintain its water pipes, hydrants, valves, and appurtenant facilities in an easement on the strip or strips of ground described on Exhibit “A”, as shown hachured //// on the attached **"Easement Plat,"** marked **Exhibit “A” and further described on Exhibit “B”**, (2) The right to build, construct, install, operate, and forever maintain an above and/or below grade pump well, consisting of; vaults, manholes, buildings, pumps, valves, sewer lines, venting, water lines, blocking and other appurtenances thereto required for the electrical, pumping, metering, telecommunications and overall operational requirements of said pump well. Together with the right to use a commercially reasonable additional space adjacent to the above described easement as may be required during the period of construction and maintenance, including the ability and right of ingress and egress.

Grantor agrees not to obstruct or interfere with the normal use or maintenance of such pipe line or lines or pump well and any connections thereto. Grantor also agrees not to erect or cause to be erected any building or structure within the easement area and shall not add or remove any fill or ground cover in the easement area without the prior written approval of Grantee.

Grantee shall indemnify, defend and hold harmless Grantor and its respective officers, directors, employees and authorized agents from and against any and all claims, suits, costs, expenses, loss, damages or injury, including death, to persons or property, including reasonable attorneys' fees, arising out of the activities of Grantee or its authorized agents, employees or contractors resulting from the use and occupancy of the easement granted by Grantor to Grantee or resulting from the exercise of the right of entry and access granted thereunder.

To the extent permitted by law, Grantor shall indemnify, defend and hold harmless Grantee and its respective officers, directors, employees and authorized agents from and against any and all claims, suits, costs, expenses, loss, damages or injury, including death, to persons or property, including reasonable attorneys' fees, arising out of the activities of Grantor or its authorized agents, employees or contractors resulting from the use and occupancy of the easement granted by Grantor to Grantee or resulting from the exercise of the right of entry and access granted thereunder.

Grantor warrant and will defend the title to said easement during its existence with the Grantee for its use and benefit against all parties whomsoever.

This easement is accepted by the Grantee with the understanding and on the condition that whenever it shall make any excavations in the above described property the Grantee shall restore the ground as nearly as practicable to its former condition.

IN WITNESS WHEREOF, this instrument has been executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**PLATTE COUNTY, MISSOURI**

BY \_\_\_\_\_  
Ron Schieber, Presiding Commissioner

ATTEST:

\_\_\_\_\_  
County Clerk

STATE OF MISSOURI            )  
  ) SS:  
COUNTY OF PLATTE            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me appeared **Ron Schieber** to me known, who, being by me duly sworn did say that he is Presiding Commissioner of **PLATTE COUNTY, MISSOURI**, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors, and said \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

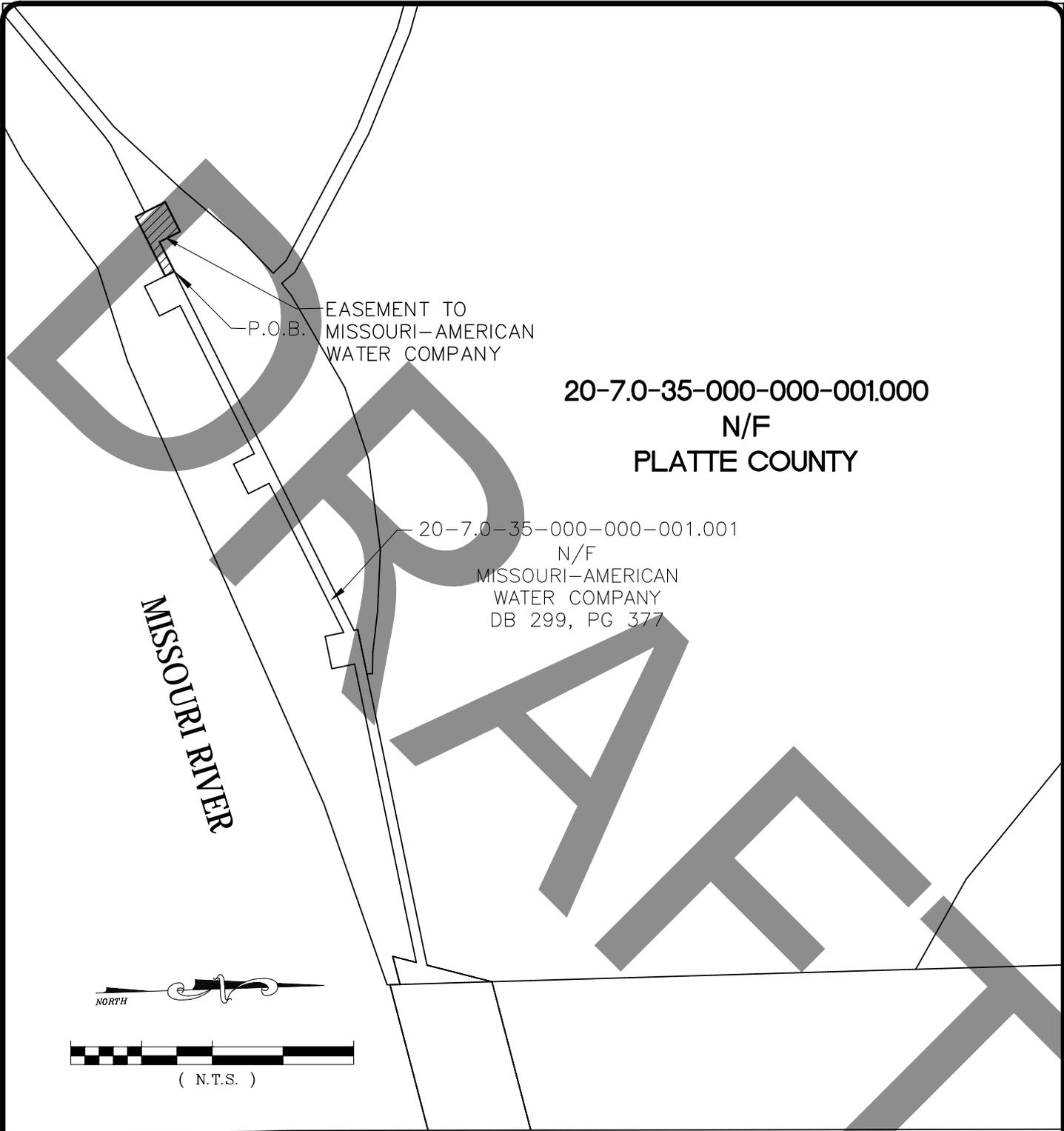
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## EXHIBIT B

An easement on a tract of land located in Section 35, Township 51 North, Range 34 West and is more particularly described as follows:

Commencing at the Center of Section 35, Township 51 North, Range 34 West, Platte County, Missouri; thence along the East line of the West fractional half of said fractional Section 35 and the Southerly prolongation thereof **South 00 degrees 14 minutes 39 seconds West, 809.83 feet** to the centerline of an existing ditch and the Northeast corner of a property now or formerly owned by Platte County; thence continuing along the East line of the West fractional half of said fractional Section 35 and the Southerly prolongation thereof **South 00 degrees 14 minutes 39 seconds West, 639.73 feet**; thence departing from said line **South 16 degrees 12 minutes 33 seconds West, 101.20 feet to a point on a property now or formerly owned by Missouri American Water Company**; thence along said Missouri American Water Company property the following bearings and distances; thence **South 80 degrees 16 minutes 43 seconds West, 447.48 feet**, to a point on an easement granted to Missouri-American Water by deed recorded in Book 1244, Page 201 of the Platte County Missouri Records; thence **South 64 degrees 56 minutes 43 seconds West, 375.91 feet** to the TRUE POINT OF BEGINNING; thence **South 65 degrees 20 minutes 0 seconds West 50.00 feet**; thence **North 24 degrees 40 minutes 0 seconds East, 35.00 feet**; thence **South 65 degrees 20 minutes 0 seconds West, 50 feet**; thence **South 24 degrees 40 minutes 0 seconds East, 50.00 feet**; thence **North 65 degrees 20 minutes 0 seconds East, 100.00 feet**; thence **North 24 degrees 40 minutes 0 seconds West, 15.00 feet** to the Point of Beginning. Containing; 1,750 square feet or 0.04 acres more or less.



( N.T.S. )

**LEGEND**

 PERMANENT WATER  
 LINE EASEMENT

EXHIBIT "A"

INITIAL: \_\_\_\_\_

### EASEMENT PLAT

A TRACT OF LAND IN SECTION 35,  
 TOWNSHIP 51 NORTH, RANGE 34 WEST,  
 CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI



## CITY OF PARKVILLE Memorandum

Date: September 8, 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: August 2016 Parks Activity Report**

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

- Special Event Assistance – Staff set up and tore down cones and barricades for Parkville Days, Final Fridays, Parkville Commons Block Party, and 5K/10K races. Assisted with traffic control for Parkville Days Parade.
  - Tree Removal – Staff removed an Elm Tree in English Landing Park. Staff removed several trees that were damaged during the storm events.
  - Weed Control – Staff sprayed the riprap areas around the Train Depot building, along Alloe Creek, and Rush Creek. Staff sprayed the Johnson grass in Platte Landing Park around Rush Creek. Staff pulled the invasive fines on the west end of Platte Landing Park. The weeds around Pocket Park were sprayed and removed.
  - Train Depot Fountain – The depot fountain was drained and cleaned.
  - Train Depot Building – The timer on the exterior lights was reset and bulbs replaced.
  - Ballfield Maintenance – Staff worked the infield at Grigsby Field. Staff groomed the practice ballfields twice weekly.
  - Volleyball Court – Staff removed the saplings around the volleyball court.
  - Dog Park Maintenance – Staff pulled weeds along the perimeter of the dog park fence and at the bases of the trees in the dog park.
  - Dog Park Trail – The perimeter trail was completed around the perimeter of the large dog park, as outlined in the Outreach Grant.
-

- Boat Ramp Maintenance – Weeds were removed from along the boat ramp in Platte Landing Park. Silt was removed from the boat ramp.
  - Tree/Landscape Maintenance – Staff waters the trees in the dog parks, City owned parking lots, City Hall flowers, and 9 Hwy Entryway sign. Mulch was added to the trees in the City parking lots. The Pampas Grass in the Clock Triangle was cut and removed.
  - Shelter Houses – The areas around the shelter houses were cleaned weekly.
  - Restrooms – Staff continues routine cleaning of restrooms.
  - Equipment Maintenance – Maintenance service was performed on the batwing mower, which included sharpening the blades and lubrication.
  - Routine Mowing – Staff performs routine mowing and weedeating throughout the month in Platte Landing Park, English Landing Park, Smaller City Parks, Ball Fields, and City rights-of-way.
  - Training – Staff attended the Lawn and Turf Expo, which featured Trevor Vance, the head groundskeeper with the Kansas City Royals.
-