



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#17-131)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, January 11, 2017 6:00 pm

City Hall Boardroom

1. CALL TO ORDER

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

2. CONSENT AGENDA

A. Approve the minutes for the November 9, 2016 regular meeting.

ADAM ZINK MOVED TO APPROVE THE MINUTES FROM THE NOVEMBER 9, 2016 REGULAR MEETING. PHIL WASSMER SECONDED; MOTION PASSED 6-0.

B. Approve the minutes for the December 14, 2016 regular meeting

ADAM ZINK MOVED TO APPROVE THE MINUTES FROM THE NOVEMBER 9, 2016 REGULAR MEETING. BILL GRESHAM SECONDED; MOTION PASSED 6-0.

3. ACTION AGENDA

A. Low Water Crossing Preliminary Engineering Review

Chad Johnson from Olsson and Associates presented a brief summary of the conceptual alternatives that were analyzed for the Hazard Mitigation Grant Program (HMGP) Application for McAfee Drive that the City applied for in May 2016 through the Federal Emergency Management Agency (FEMA) for the reconstruction of the low water crossing at the entrance to English Landing Park. Johnson explained the three alternatives that were attached to the CLARB packet. Johnson also outlined the design criteria stating that the site constraints and nearby channel capacity make it infeasible to achieve 100-year culvert capacity. Also, it is likely that this area may be inundated by the Missouri River during a 100-year event on White Alloe Branch. Instead, a 10-year design capacity was targeted. This design capacity would greatly reduce the overtopping frequency of the culvert, while still maintaining a sag curve at the culvert for excess flows to overtop. Alternative 3 is the preferred alternative as it provides capacity for the 10% annual chance event, and fits well with the existing channel geometry, and is comparable in probable construction cost to the other alternatives. See attachment in CLARB packet. Johnson also explained the permitting requirements are anticipated to take 3-6 months to obtain. A floodplain development permit and no-rise certification must be completed prior to construction. The project cost is estimated to be \$500,000 with the HMGP reimbursement of 75% of the engineering and construction cost. The City would be responsible for the 25% match at \$125,000. The engineering design will occur in the first quarter of 2017.

Comments and concerns from CLARB were of the elevation which Johnson explained that if the elevation is raised, the water would back up and pool which would increase the chance of damaging the restroom. Johnson also stated that to achieve the 100-year event, it could change

the permitting and could increase expenses. There was also discussion about the cottonwood tree of whether an arborist should be contacted to see if it should be taken out. The timeline of this project is three months, from the fall of 2017 after Turkey Trot and finish in April before Brewfest 2018. Tim Blakeslee, Assistant to the City Administrator, stated that he would consult with Alysen Abel, Public Works Director, regarding the permitting. CLARB also discussed a pedestrian bridge and a railing. Liaison, Marc Sportsman asked Johnson if there would be time to have a final analysis for the Board of Aldermen meeting on the flood stage of the park vs. elevation changes with the original concept. Johnson stated that he doesn't anticipate an analysis being made until a decision is made but agreed to put something together.

ADAM ZINK MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN AUTHORIZE STAFF TO PROCEED WITH THE DESIGN OF THE LOW WATER CROSSING AT THE ENTRANCE OF ENGLISH LANDING PARK WITH THE PROVISIONS DISCUSSED, IN THE PRIORITY ORDER LISTED IN THE POLICY REPORT; NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.

B. Approve an Ordinance Prohibiting Smoking in certain Public Park Locations

In October 2016, Mr. Michael Hudak presented information to CLARB regarding the importance of smoke-free parks. CLARB was interested in prohibiting smoking in areas that children and families congregate. City Staff researched smoking regulations in Platte County Parks and other local communities and determined that Platte County Parks limit smoking in playgrounds; sports complex dug outs, bleachers, and spectator areas, concession areas and restrooms. Kansas City Missouri has created similar smoke-free zones in over 437 area park locations where children and families congregate. In Kansas City, "Healthy Lungs at Play" signs are now posted in each area park. The cities of Lee's Summit and Independence have complete smoking bans in public parks.

CLARB asked if there is a specific distance around these locations, Blakeslee commented that there isn't a particular distance, that it is a general area and would be difficult to police, more of a deterrent. CLARB also asked about the use of electronic cigarettes which Blakeslee responded saying that Platte County did not include them in their ban, which could be taken off the list for the ordinance. Other discussions were if Pocket Park would also be included in the ban and Blakeslee said that it would be a system wide ban. CLARB also suggested getting public input on the issue. CLARB liked the idea of the signs but understand that it would be difficult to police and likes that the ordinance is similar to the one in Platte County.

ADAM ZINK MOVED TO RECOMMEND THE BOARD OF ALDERMEN ADOPT AN ORDINANCE PROHIBITING SMOKING IN CERTAIN PUBLIC LOCATIONS, NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.

4. NON-ACTION AGENDA

A. Review Proposed Revisions of Fees Related to Special Events

At the request of the Mayor and some event organizers, city staff researched our event fees and process in comparison to other cities throughout Missouri. The results of this research can be found in Attachment 1 of the CLARB packet. Event fees are intended to offset the cost of staff labor, time and/or city expenses to host each event in Parkville. It is estimated that staff puts in an estimated 10 to 15 man-hours per event. Revenues from the 39 events held in 2016 generated approximately \$15,000 which is about the salary of a summer seasonal employee in the park. Event organizers have said they are not a fan of the a-la carte pricing model and it is difficult for staff to quote a price over the phone. There has been criticism brought up to the staff about events that have set up and tear down time that do not pay any fee for those dates. Another issue

has been the fees for weddings, which there was only one held in 2016, and are low staff impact which could generate more interest if the fee is set accordingly. The original fee was \$1,000, the proposed fee is \$200. Please see the new model included in the CLARB packet for reference. Staff believes that with the new model there is a more accurate price quote to an event organizer well in advance.

CLARB asked if the fee for the 5k/10K could be reduced from \$325 to \$225 as a full day event fee is \$400. Blakeslee stated that it could be since there is less staff time involved but has researched and stated that we are still on the low side comparable to surrounding areas.

Liaison Marc Sportsman asked that when the carnival comes in three or four days early to set up, is the fee only \$50? Blakeslee stated that at this time they are not being charged for the set up days but with the new model there would be a \$50 fee for event setup/tear down days. Main Street Parkville Association (MSPA) is the biggest event host and agreed with the fee structure, Blakeslee will confirm with the new Chair when appointed. Blakeslee also stated that if CLARB would like to increase these fees, it could be considered.

CLARB discussed raising the fee for events that are using the parking lots in excess. Blakeslee explained that the fee to use the parking lots is \$50 per day either used for parking or for events and raising it to \$100 per day for the Downtown City Parking lot which includes electrical hookups, which are usually requested.

There was also concern of whether the fees for the ball fields are too low. Blakeslee said that he would research surrounding areas.

CLARB liked that the new model is more streamlined and likes that that the city would recoup for staff time.

This is a non-action item, there is no budget impact

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. 2017 Budget Update

Operating budget is \$353,000 with CIP budget of \$151,00 for parks projects which includes the purchase of a drill seeder, ELP Restroom Phase II which include the exterior improvements, the design of the parks maintenance building, a zero turn mower and replacement of the lighting for the spirit fountain. Not listed is the Outreach grant funded shelter for the Friends of Parkville shelter.

CLARB asked about the stages of the ELP Restroom, Blakeslee stated that there are three stages with the first one complete, the Phase II is decoratively and Phase III included raising the roof, which could bring it above flood stage and installing air conditioning units and indirect lighting. Blakeslee stated that he could email the list of all the phasing to the CLARB members.

2. Nature Sanctuary – Owl Carving

T. J. Jenkins will be carving an owl to be donated to the Nature Sanctuary. He will be carving it offsite which staff has delivered a large tree trunk to his workshop. Jenkins will begin carving it in the spring and it will be installed with possible concrete and rebar so it will be secure. Staff met with Jay Norco, City Engineer, for direction.

B. Public Works

1. November Parks Report – In packet
2. December Parks Report – In packet
3. Tree City USA/TRIM Grant Update - The grant was awarded for the 26th consecutive year and we received an extra 15% match to bring it up to \$10,000

6. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Adam Zink commented on what a great job everyone is doing and staying on top of things, asked to spread the word that it is very much appreciated.
- B. Neil Davidson commented on the article in the Star about the Parks Master Plan, however the picture used was not of Parkville.
- C. Davidson stated that the contract for the trail is on track with the railroad and stated that there has been discussion of whether our trail was on their right away.
- D. Update on the Bill Grigsby Statue is that staff met with MSPA and Kevin Heaton and said they are working on the fundraising and engineering and are looking at the end of April to go to the Board of Aldermen. The plan is also to move the statute further back.
- E. Davidson also said that there is someone wanting to camp in the park. There was discussion that the Master Plan included storage lockers but did not recommend camping. Staff stated that the Police Department is not in favor of camping in the park. Blakeslee stated that this issue could be put on the agenda for the next meeting if the resident requesting public input was prepared.

7. ADJOURN

**ADAM ZINK MOVED TO ADJOURN AT 6:55 P.M. BILL GRESHAM SECONDED;
MOTION PASSED 6-0.**

The minutes for January 11, 2017, having been read and considered by the Community Land and Recreation Board, were approved on this the 8th day of February 2017.



Bonnie Buckmaster
Public Works Assistant

2/8/17
Approval date