COMMUNITY LAND AND RECREATION BOARD
Regular Meeting (#16-123)
MINUTES
CITY OF PARKVILLE, MISSOURI
Thursday, April 13, 2016 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: Adam Zink, Neil Davidson, Phil Wassmer, Bill Gresham, Michelle Flamm, Linda Arnold and Liaison Marc Sportsman. Absent with notice were Laura Ozenberger, Bob Stuteville, and Susan Robb. Present for the City, Tim Blakeslee (Assistant to the Administrator) and Bonnie Buckmaster (Public Works Assistant). A quorum was present.

2. CITIZEN INPUT

A. Girl Scout Troup 591 Project in the Park.

The Girl Scouts presented a proposed volunteering project in the Platte Landing Dog Park. These include an incline/decline ramp and a paint scheme for the drainage pipe. The Community Land and Recreation Board (CLARB) gave feedback on their proposal. Staff will collect all needed volunteer waivers prior to work taking place. If it is deemed needed, Staff will also work with the troop on a donation agreement for the work that will be completed.

3. CONSENT AGENDA

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

CHAIRMAN MICHELLE FLAMM MOVED TO APPROVE THE MINUTES FROM THE FEBRUARY 10, 2016 REGULAR MEETING. ADAM ZINK SECONDED; MOTION PASSED 6-0.

4. ACTION AGENDA

A. Recommend that the Board of Aldermen approve the Special Event Permit for the Color Storm 5K on Sunday, June 12, 2016.

Mr. Raul Flores presented the event to the CLARB. City park staff recommended that a deposit of $500 be collected for this event because it is a new event and staff is unsure how well the grass will handle the color dust. Per the Guidelines for Events in Parkville a new Tier 2 event must be approved by CLARB. The estimated attendance will be 1000-1500 individuals.

ADAM ZINK MOVED TO APPROVE SPECIAL EVENT PERMIT FOR THE COLOR STORM 5K ON SUNDAY, JUNE 12, 2016. LINDA ARNOLD SECONDED; MOTION PASSED 6-0.

B. Recommend that the Board of Aldermen approve Event Guideline Updates (Part 1): Park Sign Permit Text Amendment.

City Staff discussed current temporary signage regulations and how multiple special event organizers have requested the ability to have signage in the park during their event for promotion, sponsorship and indication to attendees that they are in the correct location in the Park.

The proposed text amendments create the Parkland and Conservation District Temporary Sign permit, and the Parkland and Conservation District. The permit will allow administrative approval

of various banners, flags and yard signs within City Parks and Conservation areas as part of an approved special event permit issued in accordance with the Guidelines for Events in Parkville pursuant to Municipal Code Section 140.345 or other city approved Park activities as approved by the Board of Aldermen. CLARB discussion focused on the price of the permit, staff availability to enforce the permit and content of signage permitted. Adam Zink expressed concern selling sponsorship approval of last minute signage and staff capacity. CLARB wanted consistency for permit approval for all events.

ADAM ZINK MOVED TO RECOMMEND THAT THE PLANNING AND ZONING COMMISSION APPROVE A TEXT AMENDMENT FOR THE ADDITION OF A NEW TEMPORARY SIGN PERMIT TITLED "PLCD" PARKLAND AND CONSERVATION DISTRICT TEMPORARY SIGN PERMIT AND APPROVE A NEW SECTION IN CHAPTER 463 ARTICLE IV TITLED "PLCD" PARKLAND AND CONSERVATION DISTRICT WHICH OUTLINES THE PERMITTED SIGNS IN SAID DISTRICT WITH FINAL APPROVAL BY THE BOARD OF ALDERMEN AND TO UPDATE THE GUIDELINES FOR EVENTS IN PARKVILLE ACCORDINGLY WITH FINAL APPROVAL BY THE BOARD OF ALDERMEN WITH A $0 FEE. BILL GRESHAM SECONDED; MOTION PASSED 5-1.

C. Request approval of revisions to the insurance provisions in the guidelines for events in Parkville:

Staff presented a clarification of insurance requirements for events in Parkville. The specific change in this section is to clarify that event vendors do not need to list the city as an additional insured. Event vendors will only need to list the event organizer as additionally insured. Discussion focused on whether the City is completely insured under the new language. CLARB discussed the ability to collect all the needed documents prior to commitment. Staff also said it is important to note that the insurance requirements as a whole are vital to have in place to protect the best interests of the City.

PHIL WASSMER MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN ACCEPT THE REVISIONS REGARDING INSURANCE CLARIFICATIONS AND UPDATED EVENT PERMIT DOCUMENTATION GUIDELINES FOR EVENTS IN PARKVILLE. ADAM ZINK SECONDED ; MOTION PASSED 6-0.

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

CLARB mentioned the importance of the TRIM Grant to the City. Staff discussed Projects that are eligible for TRIM funding including tree inventory, removal or pruning of hazardous trees, tree planting, and training volunteers or municipal employees to care for community trees. The Parks Superintendent will meet with a Certified Arborist with Urban Tree Service to identify hazardous trees in English Landing Park. A priority list will be developed to address hazardous trees that either need to be trimmed or removed. City staff plans to prepare and submit the TRIM grant request in the amount of $10,000 to help fund trimming of the hazardous trees in English Landing Park.

ADAM MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN DIRECT STAFF TO PREPARE AND SUBMIT THE TRIM GRANT APPLICATION. NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.

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

Staff discussed the status of the Missouri Riverfront Trail Project and explained that Platte County will oversee the construction project. The project is split into Phase 1 and Phase 2. Phase 1 extends from the existing trail in Riverside behind the Magellan property to Route 9. Phase 2 is the final 700 foot connection along Route 9 to English Landing Park. Additional easements are needed for Phase 2. The County has executed a final design contract with TranSystems and hopes to be under construction with Phase 1 by August.

Staff described the proposed maintenance agreement to CLARB including Parkville's responsibilities for review and approval all final design and construction documents, access to review and inspect construction progress, review and approval of final construction, and daily and ongoing maintenance on the completed trail and easement area. Staff highlighted the that ongoing maintenance is the City's responsibility and that capital improvements are the County's responsibility.

CLARB expressed concern in gaining easement from the railroad for Phase 2 and the maintenance responsibility of Phase 1 without Phase 2 being complete. Alderman Sportsman asked if Staff had any discussions with Riverside about a separate maintenance agreement if Phase 2 was not going to be complete for some time. Staff discussed that Public Works Director Alysen Abel and Parks Superintendent Tom Barnard believed that with the relatively short distance of this trail segment, the impact on the parks system should be negligible at this time. CLARB discussed the greater benefit to Riverside with only Phase 1 being completed right now and expressed concern about the city being able to provide the maintenance and security provisions outlined in the agreement for Phase 1 only. CLARB generally agreed with Alderman Sportsman's concerns about maintenance of Phase 1, and the desire to speak with Riverside. CLARB asked City Staff to investigate a supplemental maintenance agreement with the City of Riverside.

ADAM ZINK MOTIONED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE A CONSTRUCTION, MAINTENANCE, AND USE AGREEMENT FOR THE MISSOURI RIVERFRONT TRAIL BETWEEN PARKVILLE, RIVERSIDE, AND PLATTE COUNTY, AND TO DISCUSS WITH THE CITY OF RIVERSIDE ABOUT A SUPPLEMENTAL MAINTENANCE AGREEMENT FOR PHASE 1. BILL GRESHAM SECONDED, NEIL DAVIDSON ABSTAINED, MOTION PASSED 5-0.

5. NON-ACTION AGENDA

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

Staff presented various signage options for 5K/10K markers in the park. CLARB expressed interest in sign option 1. CLARB asked where the larger display signs were in the park and if the addition of kilometers instead of miles could be made. Staff highlighted that the plan is 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. Staff will return with final design and costs at a future CLARB meeting.

6. STAFF UPDATES ON ACTIVITIES

A. Administration

1. Parks Master Plan Update (Next Steering Committee Meeting, Open House Reminder, 4th of July Parks Master Plan):
   Staff highlighted the next master plan steering committee date will be May 11, 2016. Staff mentioned the open house for the parks master plan is April 14, 2016 and Staff asked CLARB to be prepared to volunteer at the 4th of July celebration to get public feedback on the master plan. Chairman Flamm asked that the June meeting be at the park.

2. Platte Landing Park Farming Update:
   Staff said that The Board of Aldermen has decided not to pursue farming the undeveloped sections of Platte Landing Park at this time. We will continue to maintain the invasive Johnson grass through a combination of mowing, spraying, and burning. Alderman Sportsman highlighted the Board had various reasons for choosing not to move forward with farming. He highlighted the Board not wanting a corn field in the park and the liability with the large equipment in the park and access to the equipment to the park.

B. Public Works

1. English Landing Park Restroom Update:
   Staff said there were two small group meetings held to discuss the restroom. The group discussed the project and the goals moving forward. Options were discussed for constructing a new building or rehabilitating the existing restroom. The group wanted to pursue rehabbing the existing restroom. The small group directed staff to work on the cost estimates for a three-tiered project approach. Staff is currently working through the details of the project and getting the cost estimates. Staff will provide project updates to CLARB at future meetings. Chairman Flamm wanted to thank Adam Zink and Phil Wassmer for their input on the committee.

2. February/March Parks Report:
   Public Works Director Abel provided a written update on the Parks activities.

3. Tree City USA/Arbor Day Celebration:
   City of Parkville will hold an Arbor Day celebration on April 21, 2016 at 1:00 p.m. in English Landing Park.

4. Spring Clean Up/Recycling Extravaganza Update:
   The Spring Cleanup will be held at the Pursell's lot on Saturday, April 23rd from 8am to 4pm. This event is for residents only. The Recycling Extravaganza will be held in conjunction with the Household Hazardous Waste event in Platte Landing Park on Saturday, May 21st from 8am to noon. The recycling event will be held in the riverfront parking lot next to the ball field. The board will be deciding if this will be open to nonresidents at an upcoming meeting. The HHW event will be held in the parking lot next to the dog park. The HHW event will is open to residents, and other citizens who city's is part of the program. Details about both events are available on our website.

5. Low Water Crossing Grant Status:
   In March, the City received notice from FEMA that we were shortlisted for the Hazardous Mitigation Grant Program for the low water crossing in English Landing Park. The City has been asked to submit an application to FEMA for the project by June. Grants will be awarded in August. Staff is currently working on the grant application and cost estimates for the project. Additional updates will be available in the future.

7. MISCELLANEOUS ITEMS FROM THE BOARD

A. CLARB discussed desire for more police enforcement for off leash dogs outside of the dog park.

B. Neil Davidson provided an informational brochure of playground equipment.

8. ADJOURN

ADAM ZINK MOVED TO ADJOURN AT 8:30 P.M. NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.

The minutes for April 13, 2016, regular meeting, having been read and considered by the Community Land and Recreation Board, were approved on this the 11th day of May 2016.

Bonnie Buckmaster
Public Works Assistant

4/20/16
Approval date