



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-123)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, May 11, 2016 6:00 pm

City Hall Boardroom

1. CALL TO ORDER

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

2. CITIZEN INPUT

A. None

3. CONSENT AGENDA

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

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

4. NON-ACTION AGENDA

A. Parks Master Plan Steering Committee Meeting

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.

At the meeting on May 11, the consultant team will discuss additional focus group feedback since the March meeting, open house summary (Attachment 2), online survey data (Attachment 3), and review a draft vision and mission statement (Attachment 4). The consultant team requests that prior to the meeting, CLARB members thoroughly review the open house summary and online survey summary and come ready to share their personal takeaways from the results.

Larry Reynolds presented on the behalf of Vireo. Discussions included feedback from the focus group of the open house and on-line survey results including the Vision and Mission Statements. The open house results from the 48 participants and the 286 participants from the on-line survey showed strong support for continued environmental stewardship, preservation of and investment in natural areas along with trail connections and enhancing bike/ped facilities and maintaining existing facilities while working to fund construction of new ones. Further discussions of camping and boat/kayak storage and liability.

The Mission and Vision Statements will be revised and updated for the next meeting.

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

5. ACTION AGENDA

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

The Rock N Roll Festival on Saturday, June 17, 2016 and Sunday, June 18, 2016 is a new Tier 2 concert/festival centering on the McKeon Stage in English Landing Park. This event is being planned by Tom Hutsler with Double H Inc. The event, including setup and tear down, will take place between 4:00 p.m. Friday, June 17, 2016 and 11:00 p.m. Saturday, June 18, 2016. The event is described as: “A concert with three bands each night along with food and drink vendors.” A new Tier 2 event must be approved by CLARB. The estimated attendance for the festival is 2000. The event organizer Tom Hutsler has paid the application fee and completed the event application to a level deemed acceptable by City Staff to continue the event approval process. He has provided the list of local bands. There is an approved 5K race Sunday morning, June 18, 2016. They plan to hire off duty police and City Staff to help clean up Saturday night. Following CLARB approval, the event total fee will be \$960 and a damage deposit payment of \$1,000. Prior to issuing the permit, we will need insurance, business licenses from all vendors, Platte County Health Department permit for food and beverage vendors along with appropriate Alcohol permit from the City and State.

Events are still held liable for damage beyond the deposit amount if additional park damage does occur. Deposits are calculated by looking at foreseeable areas of grass or park damage and then calculating the estimated cost to repair the area back to normal. If the Rock N Roll Festival returns with good standing in 2017, it will be deemed a repeat event and will no longer need CLARB approval.

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

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

On September 10, 2014 the Community Land and Recreation Board (CLARB) approved revised guidelines for events in Parkville. On November 12, 2014 and May 4, 2015 CLARB approved a set of minor modifications to the newly enacted event guidelines. As presented in previous meetings, these updates to the event application and approval process represent the organization of old documents, the application of current best practices, and the implementation of new ideas.

Staff has created a system that calculates a damage deposit system based primarily on areas of usage and event tier (i.e. ball fields, green space, etc.). The intention of the system is to both help organizers know what the deposit amount will be in advance of the event and also allow staff to provide justification as to why city staff leveled a certain deposit amount for an event. As a result, staff recommends the following update to the event guidelines:

Proposed Structure:

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

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

Chairman Flamm discussed deposits for parking on the fields that they get back the deposit if there is no damage.

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

C. English Landing Park Restroom Update

Public Works Director Alysén Abel presented a proposal of a three (3) tier rehabilitation plan

Staff from Public Works and Community Development met with John Freshnock to discuss the necessary improvements to the existing restroom to develop a basic plan. Three areas were evaluated, they were: (1) Men's restroom; (2) Women's restroom; and (3) Utility Room. Attachment 1 includes the punchlist of items that were compiled from the site visit.

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

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

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

Chairman Flamm thanked Alysén for all her hard work.

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

6. STAFF UPDATES ON ACTIVITIES

A. Administration

- 1. Future Event Updates
 - a.

B. Public Works

7. MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

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

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

5/18/16
Approval date