



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-125)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, July 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: Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Phil Wassmer, Linda Arnold and Bob Stuteville. Absent with notice were, Susan Robb, William Gresham and Liaison Marc Sportsman. Tim Blakeslee (Assistant to the Administrator) and Bonnie Buckmaster (Public Works Assistant) were present for the City. A quorum was present.

#### 2. CITIZEN INPUT - None

#### 3. CONSENT AGENDA

A. Approve the minutes for the June 8, 2016 regular meeting.

**NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE JUNE 8, 2016 REGULAR MEETING. PHIL WASSMER SECONDED; MOTION PASSED 7-0.**

#### 4. ACTION AGENDA

##### A. Dead Tree Complaint

City staff received a complaint regarding two possible dead trees located in the back yard at 8 West 5th Street. Section 150.150 of the Parkville Municipal Code states that:

*The City shall have the right to cause the removal of any dead or diseased trees on private property within the City when such trees constitute a hazard to life and property or harbor insects or disease which constitute a potential threat to other trees within the City. CLARB will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice.*

Staff said that the certified arborist from Urban Tree Specialists was able to view the trees in question located at 8 West 5th Street from multiple angles from an adjoining property with consent for access from the neighbor. It is the opinion of the certified arborist that the two trees in question are dead and could constitute a hazard to life and property. Staff recommended that the Community Land and Recreation Board approve and send the resident of 8 West 5th Street a notice of required tree removal.

Staff plans to change this policy to be covered under our property maintenance code in the future. That way the Community Development department can handle this code compliant in-house.

**LAURA OZENBERGER MOVED TO APPROVE AND SEND NOTICE OF REQUIRED TREE REMOVAL FROM TWO DEAD TREES LOCATED ON PRIVATE PROPERTY AT 8 WEST 5<sup>TH</sup> STREET, ADAM ZINK SECONDED; MOTION PASSED 7-0.**

## B. 5K/10K Signage Proposal

Staff described the 5K/10K race route through English Landing Park and Platte Landing Park, the Platte County Outreach Grant, and 2016 Capital Improvements Program (CIP). Staff developed a three part proposal of 5K/10K and park signage for CLARB's review

Staff stated that part 1 of the park signage project is new park maps in various locations throughout the park. The maps will display park amenities and the 5K/10K course. CLARB discussed the lamen material and suggested placing a film of plastic over the map. Tim Blakeslee stated that the lamen is warranted for ten (10) years.

Staff stated that part 2 of the park signage project is for thirteen trail markers in various locations along the 5K/10K course. Staff said that at the CLARB meeting in April, a request was made to have distance listed in kilometers instead of miles. During a review of the markers, staff mentioned that Parkville course architect, and avid runner, Jeramey Jordan stated that it's more normal for American courses to have miles listed. But it's not unheard of to list them kilometers. CLARB said they would like to take Jeramey Jordan's recommendation of having distance listed in miles instead of kilometers with having the 5k/10k listed on the top of the sign.

Staff stated that 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 described in Part 1. 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. CLARB discussed adding Parkville.com and the County Website on the map and asked if the Police Department had problems finding people with emergencies on the trail. Discussion of having signage on both sides so people could report where on the trail they are at and also for everyday runners/walkers to monitor distance. Tim Blakeslee stated may not be possible because of the way the markers are placed but could look into getting quotes for both single and double sided signs.

Staff recommends a professional services agreement with Vireo for the park map design portion of the project. Vireo had the lowest proposal cost and has familiarity with the Parkville parks system.

**CHAIRMAN FLAMM MOVED TO RECOMMEND THAT THE FINANCE COMMITTEE RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE PARK SIGNAGE PROJECT AND ASSOCIATED AGREEMENTS AS DESCRIBED FROM FOSSIL GRAPHICS, AND ACME SIGN, AND VIREO AS DESCRIBED IN AN AMOUNT TOTALING \$10,694, LAURA OZENBERGER SECONDED; MOTION PASSED 7-0.**

## 5. STAFF UPDATES ON ACTIVITIES

### A. Administration

#### 1. Upcoming Events Update

Cruise Night on August 6, 2016

Parkville Days on August 19-21, 2016

#### 2. Parks Master Plan 4<sup>th</sup> of July Public Input Update

Over 250 people attended and left feedback along with over 100 online participants. City's consultants will return in August for the next Steering Committee Meeting.

B. Public Works

1. April Parks Report is in the CLARB packet
2. Eagle Carving Update  
The Eagle has been carved behind McKeon Stage and the City will have a naming contest in which the Chainsaw Artist will donate a small carved bear to the winner. CLARB is pleased with the carving.
3. Tree City USA  
Staff has formally submitted the TRIM grant and haven't heard back as of yet.

Discussion included the trail in the PLP large dog park will eventually include the small dog park as well. Also, discussion of ELP Restroom Rehab update of upcoming Bid Requests for subcontracting rehab and recommending someone with a construction background to oversee. Also CLARB expressed concern of making the November deadline for the Outreach Grant.

Adam Zink discussed Friends of Parkville Parks having possible monies to donate and is looking for projects. Recommendations included purchase of more trees, a shelter overlooking the river and possibly the ELP Restroom. They will consider ideas for donations.

**6. MISCELLANEOUS ITEMS FROM THE BOARD**

- A. Neil Davidson wanted to inform the City and Police Department of a total solar eclipse on 8/21/17 at approximately 1 p.m., stating that St. Joseph, MO will be a prime spot which hotels are already booked for that date. Davidson feels that the park would also be a good viewing area and would like to see a plan put in place for that and also recommended a fundraising event.
- B. Neil Davidson suggested moving the CLARB meetings up to 5:30 p.m. like the County has. CLARB would like this proposal to be put on the August agenda for discussion.

**7. ADJOURN**

**ADAM ZINK MOVED TO TO ADJOURN AT 7:45 P.M. PHIL WASSMER SECONDED; MOTION PASSED 7-0.**

The minutes for July 13, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 10<sup>th</sup> day of August, 2016.

  
Bonnie Buckmaster  
Public Works Assistant

  
Approval date