



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 19th through Sunday, August 21st. 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 26th. Downtown Parkville (5:00 pm - 8:00 pm). <https://www.facebook.com/FinalFridaysParkville/>
- **Parkville Block Party:** Friday, August 26th and Saturday, August 27th. 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 28th. 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

2. Eagle Naming Contest

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

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.


Bonnie Buckmaster
Public Works Assistant

9/14/16
Approval date