



**COMMUNITY LAND AND RECREATION BOARD**

Regular Meeting (#16-121)

**MINUTES**

CITY OF PARKVILLE, MISSOURI

Thursday, January 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, Linda Arnold, Phil Wassmer, William Gresham, Susan Robb, Bob Stuteville and Marc Sportsman (Liaison). Alysén Abel (Public Works Director), Tim Blakeslee (Asst. to City Administrator) and Jan Davis (Public Works Assistant) were present for the City. A quorum was present.

Flamm asked about recent staff changes and Tom Barnard's future role in CLARB meetings. Tim Blakeslee will now be the CLARB staff representative, Alysén Abel will be present at CLARB meetings as required, and Tom Barnard will be present for specific issues that affect City Parks.

**2. CITIZEN INPUT - None**

**3. CONSENT AGENDA**

A. Approve the minutes for the October 14, 2015 regular meeting.

Ozenberger asked that Item 4B be modified to read as follows:

Adam Zink motioned to recommend that the Board of Aldermen approve the Outreach Grant for 1) Parks Storage Building, Fencing, Gravel Drive and Landscaping; 2) Trail upgrade around Grigsby Field with the conversion of hard surface to chat, mile markers and parks signage; and 3) Addition of a trail within the large dog park with matching staff labor.

**ADAM ZINK MOTIONED TO APPROVE THE MINUTES FROM THE NOVEMBER 12<sup>TH</sup> REGULAR MEETING, AS MODIFIED. NEIL DAVIDSON SECONDED THE MOTION. MOTION APPROVED 9-0.**

**4. ACTION AGENDA**

A. CLARB 16-121-01: Approve the 2016 Standing Events calendar.

CLARB reviewed the 2016 standing events calendar. Blakeslee noted that the River Jam event would not be held this year.

**ADAM ZINK MOTIONED TO APPROVE THE 2016 STANDING EVENTS CALENDAR. NEIL DAVIDSON SECONDED THE MOTION. MOTION APPROVED 9-0.**

B. CLARB 16-121-02: Recommend that the Board of Aldermen approve the Platte County Land Trust Memorandum of Understanding (Butterfly Garden).

Abel outlined the specifics of the proposed MOU and stated that it would be modified to reflect a termination date of 12/31/17.

**ADAM ZINK MOTIONED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE PLATTE COUNTY LAND TRUST MEMORANDUM OF UNDERSTANDING FOR THE BUTTERFLY GARDEN, AS MODIFIED. NEIL DAVIDSON SECONDED THE MOTION. MOTION APPROVED 9-0.**

C. CLARB 16-121-03: Recommend that the Board of Aldermen approve the Platte Landing Park Wetlands farming agreement.

After discussion of the City's options, individual members were polled on the direction CLARB should take. The majority of CLARB felt there were two important issues: a) Determine whether the City is required to uphold Platte County's commitment to Brian Kringle, and b) determine the rental value of the property for farming.

**ADAM ZINK MOTIONED TO POSTPONE DISCUSSION UNTIL STAFF CAN DO ADDITIONAL RESEARCH. BILL GRESHAM SECONDED THE MOTION. MOTION APPROVED 9-0.**

## **5. NON-ACTION AGENDA**

### **A. Event Guidelines – proposed updates**

Blakeslee outlined staff's planned changes to the event guidelines: a) event/vendor insurance requirements, b) deposit system, c) updated application materials/checklist, d) fireworks regulation/approvals, e) annual permit review, f) revised permit structure for smaller events, g) city sponsored events.

Staff will be working on modifying or clarifying these items with input from CLARB.

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. Parks Master Plan:**

A Platte County representative, along with Larry Reynolds and Steven Rhodes from Vireo, will attend CLARB meetings for the next 3-4 months to discuss the Parks Master Plan. CLARB will be the steering committee for the Parks Master Plan.

#### **2. CLARB will hold elections in February for offices of Chair, Vice Chair and Secretary.**

#### **3. The 2016 CLARB meeting schedule was discussed. Advance absences were noted as follows: March 9<sup>th</sup> – Linda Arnold, August 10<sup>th</sup> – Susan Robb.**

### **B. Public Works**

#### **1. Abel presented a summation of work completed in the Parks in November/December 2015. Davidson asked that it be noted that Parks should consider leaving trees on the west side of Rush Creek to catch debris during high water.**

#### **2. Tree City USA – staff submitted the application for Tree City USA. In 2015, Parkville celebrated the 25<sup>th</sup> anniversary of Tree City USA designation. Staff will begin preparation of the Arbor Day celebration.**

### **C. Nature Sanctuary**

#### **1. The Nature Sanctuary will now be under the “administration” umbrella rather than “Public Works”.**

#### **2. The City is taking applications for Executive Director until the end of January.**

#### **3. Abel complimented Tom Barnard for stepping in to complete the TRIM grant work.**

#### **4. Because of the untimely passing of Bob Fluchel, FOPNS has decided not to apply for a grant for the interpretive center this year. They would like to phase their application next year, a) Phase 1- three season structure with overhead doors, and b) Phase 2 - educational kiosks, etc.**

## **7. MISCELLANEOUS ITEMS FROM THE BOARD**

### **A. New signs have been posted throughout the Parks that cite the City ordinance for not cleaning up their pet's waste.**

### **B. W. K. Jenkins passed away recently.**

### **C. Davidson reported on the recent Platte Partners meeting:**

#### **1. New trails are planned along Highway 9 (10' trails on one side and 6' sidewalks on the other).**

2. Magellan has given approval for an easement along the Missouri River between Riverside and Parkville behind the Magellan property. The County is funding the installation of the trail and working with Riverside and Parkville for the maintenance of the trail.
3. Line Creek Trail will go from the Argosy to 152 Highway. Also planning 2 trails going north called Twin Creeks.
4. Line Creek, east to 169 Highway and west to Tiffany Springs Parkway.
5. Riverfront going west from the new bridge -10 ft. trail.
6. The Tour de Platte will be sponsored by the County and will go through Parkville.
7. Tiffany Hills Park (north of the Aquatic Center) is a 100% accessible park promoting unlimited play for all children.
8. The YMCA is sponsoring cancer education classes in conjunction with NKC Community Center and NKC Hospital, and fitness classes for developing boys.
9. The Dorothy Day cabin off of Green Hills Road will be restored through county funding.

**LAURA OZENBERGER MADE A MOTION TO ADJOURN AT 8:36 P.M. LINDA ARNOLD SECONDED THE MOTION. MOTION APPROVED 9-0.**

Adjourned.



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-122)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, February 10, 2016 7:00pm

City Hall Boardroom

#### 1. **CALL TO ORDER**

Chairman Michelle Flamm called the meeting to order at 7:00 p.m.

#### 2. **ROLL CALL**

Members present:

Chairman Michelle Flamm  
Vice Chairman Laura Ozenberger  
Secretary Adam Zink  
Neil Davidson  
Phil Wassmer  
Bob Stuteville  
*Liaison* Marc Sportsman

Members Absent with prior notice:

William Gresham  
Susan Robb

A quorum of the Community Land and Recreation board was present.

Staff Present:

Alysen Abel, Public Works Director  
Tim Blakeslee, Assistant to the City Administrator  
Lauren Palmer, City Administrator  
Kelly Yulich, Community Development Assistant

#### 3. **CITIZEN INPUT**

None

#### 4. **CONSENT AGENDA**

**A. Approve the minutes for the January 13, 2016 regular Community Land and Recreation Board meeting.**

Chairman Flamm called for any discussion of the minutes.

**Secretary Adam Zink moved to approve the minutes and Board Member Davidson seconded. Motion passed: 7-0.**

#### 5. **PARKVILLE PARKS MASTER PLAN STEERING COMMITTEE MEETING**

Tim Blakeslee introduced County Representatives Julie Rule Chairman with the County Parks Board and Noel Challis with Platte County.

Mr. Blakeslee then introduced Larry Reynolds and Steve Rhoades with Vireo.

Mr. Rhoades gave an overview of the Master plan concept and the direction in which the steering committee should focus on in determining the vision and goals for the Park System. He outlined the schedule and phases in which the steering committee should focus on. Chairman Flamm asked if any work had been done on the Phase one portion. Mr. Rhoades stated that due to the cold weather there had not been any.

Mr. Rhoades explained that they have noticed a list of patterns and preference's which are being seen nationally. He stated that the board needed to think about what they want to be the "Brand" of the Parkville Parks. He discussed tiered systems, multigenerational aging and healthy pleasures. All of which are the preferences being seen nationally.

A presentation was shown depicting the project scope which consisted of the Discovery period, the opportunities and constraints and any issues at hand. The outreach to the community and the visions/goals that would need to be set forth to determine the vision and goals the parks board wants to set for their parks. They also explained the process to identify participants (focus groups). They determined that there needed to be four core groups comprised of Government Officials (City and County); Downtown Stakeholders; Schools (including Park University) and Recreation/Event coordinators.

The Board then discussed and outlined a group of individuals they would like to be participants and which focus group they would fall into.

Discussion ensued about the need for sports fields, which could help draw people to the park for night events which in turn could benefit the downtown area for retail businesses. Also the need for additional lighting along trail would be beneficial for people to utilize the park in the evening hours.

Liaison Sportsman asked if they could determine the demographics of people that actually use the parks. Mr. Rhoades explained that they could not determine the demographics however he did explain a process that can be used with the phone companies that is called Census Tracking. However the tracking can only be used to show attendance within a time frame, but it can track if a large event is keeping patrons in the city after the event, using the restaurants, shopping etc. The tracking can cost an estimated \$5,000 to \$10,000.00 dollars per 24 hour time frame. But it is a process that can help in determining the economic impact an event is placing on the city.

Additional discussion continued about the needs for the park and the park system that the board would like to address, which included improving what they already have.

Questions were addressed about the smaller pocket parks whether they were actually usable with accessibility or are they more of a hindrance for care and maintenance/maintaining. Board member Davidson stated he would think it would be beneficial to invite the neighbors in for a discussion about the smaller neighborhood parks and ask them for their ideas and what they would like to see.

Discussions ensued about additional dates for the steering committee to meet in March and April. Tim Blakeslee stated he would get the Board members to determine which dates were better than others and would in turn get with Vireo.

The representatives ended their presentation/discussion.

## **6. ACTION AGENDA**

### **A. 2016 Community Land and Recreation Board officer Elections.**

Chairman Flamm called for discussion on the elections of the board members.

**Secretary Zink moved to appoint current Chairman Flamm as Chairman. Board member Wassmer seconded. Motion passed 7-0.**

**Chairman Flamm moved to approve current Vice Chairman Laura Ozenberger as Vice Chairman. Board member Wassmer seconded. Motion passed 7-0.**

**Chairman Flamm moved for Secretary Zink to remain as Secretary. Board member Wassmer seconded. Motion passed 7-0.**

It was noted that Board Member Bob Stuteville's term would expire in May. Tim Blakeslee would notify the Mayor to re-appoint at that time.

**B. Recommend that the Board of Aldermen approve Platte Landing Park Wetlands farming agreement.**

Public Works Director Alysen Abel shared with the Board that the Platte Landing Park is owned by Platte County; however the City of Parkville is responsible for the maintenance of the park, including the mitigated wetland and native vegetation area. The City and County signed a Cooperative agreement addressing the maintenance of the park, allowing the City to determine the best course of action for maintenance of the park area.

The agreement stipulates that the City will mow a ten foot strip along all walking trails and around all active developed park amenities, but the City did not plan to actively maintain the native vegetation area until the implementation of Section 1135 wetland restoration project being considered by the City, Platte County and the Army Corps of Engineers. Since the Adoption of the agreement the City was advised that they must maintain the wetland area in order to control invasive species. Several failed attempts at managed burns, mowing and spraying had led staff to reach out to area farmers to determine if there was interest in farming the area, to aid in controlling the city's maintenance costs until the construction of the corps project.

The County had entered into an agreement on January 10, 2010 prior to park construction with Mr. Brian Kringle in regards to farming the area. The agreement gives Mr. Kringle the first right to maintain and farm the property with no additional compensation to the County. The city was not aware of the agreement prior when executing the cooperative agreement between the city and county on September 16, 2013.

Abel reminded the board that at the January 13, 2016 CLARB meeting that staff recommended honoring the agreement and negotiating a land lease farming agreement with Mr. Kringle. However the board had risen several questions concerning the agreement and if the City was legally bounded by the 2010 agreement. Since that last meeting staff reached out to legal counsel and they have advised honoring the agreement between Platte County and the Kringles since the agreement predates the agreement between the City and Platte County. However legal will do further analysis to determine if the City has any claims to recoup any lost revenues from the County for failure to disclose the 2010 Kringle agreement prior to the execution of the Cooperative Agreement.

The City has drafted a lease agreement for the farming operations for a 3-year term, in an effort to bridge the gap until the construction of the Section 1135 Corp of Engineers Project, which would alleviate the City's responsibility for maintain the wetland area. At the end of the 3-year term, Mr. Kringle will leave the land as harvested ground.

Abel asked for the board to recommend this proposal or add additional information for them to approach the Board of Aldermen for final recommendation.

Discussion ensued with the Board whether the City should honor the contract Mr. Kringle has with County, ask Mr. Kringle to relinquish his contract and take the farming aspect out to bid for a higher cost per acre rental or to not honor the contract at all.

Chairman Flamm asked for additional alternatives if any. Question was raised to ask the County for reimbursement.

Liaison Sportsman shared his research on pricing and bushel to the acres and the long range scope of farming it.

Questions were raised about access to the property with farming equipment, would the farmer be entering via Parkville, or the neighboring farmland.

Chairman Flamm asked for any additional comments or concerns from the Staff or the Board members. Seeing none Chairman Flamm called for a motion.

**Chairman Flamm moved for staff to recommend approval of Platte Landing Park wetlands farming agreement for a term of three years contingent upon additional conversations with Mr. Kringle and Platte County for modifications; and should the terms of the agreement not be modified the Board agreed to the original staff recommendations. Secretary Zink seconded. Motion passed 7-0.**

## **7. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. MSPA Executive Director Update**

Tim Blakeslee relayed that the new Executive Director for Main Street Parkville Association was David Leader.

#### **2. CLARB Board Terms Reminder**

Tim Blakeslee will be sending reminders that terms are coming due.

#### **3. Event Guidelines**

Tim Blakeslee has met with MSPA for any concerns and event coordinating with the event guidelines.

### **B. Public Works**

#### **1. Parks Report – January**

Public Works Director Abel provided an update on the Parks activities.

Secretary Zink stated that he had observed several areas of the trail that were sloppy and needed to be re-crowned. Abel said she would reach out to the Parks Superintendent concerning the trail.

#### **2. English Landing Park Restroom Update**

Public Works Director Abel gave an update of the Parks Restroom bid opening. The lowest bid is \$100k over the budget for the project. She will work with the architect to find a way to value engineer the project. There were several bidders and a lot of interest in the project, but the Board of Aldermen might have to rebid the project..

#### **3. Tree City USA**

Arbor Day celebration was in April.

**4. Administrative Assistant Update**

Jan Davis left the City to enjoy retirement with her husband and staff was in the process of advertising the position.

**8. MISCELLANEOUS ITEMS FROM THE BOARD**

Board Member Davidson stated that restoration of the Dorothy Day Cabin off of Green Hills Road began and the contract for the river trail behind the tank farm has been finalized

**9. ADJOURMENT**

Seeing no other discussion, Chairman Flamm called for a motion to adjourn.

**Board Member Davidson moved to adjourn and Board Member Arnold seconded. Motion passed 7-0. Meeting adjourned at 9:30 p.m.**

The minutes for February 10, 2016, having been read and considered by the Board, were approved on this the 13th day of April 2016.

\_\_\_\_\_  
Kelly Yulich  
Community Development Department Assistant

\_\_\_\_\_  
Date



## 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, 4<sup>th</sup> 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 4<sup>th</sup> 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 be 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



## 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:**

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



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-123)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, June 8, 2016 6:00 pm

ELP East Shelter

#### 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Roll was called by Tim Blakeslee. Members present were: Neil Davidson, Phil Wassmer, Michelle Flamm, Linda Arnold, Bob Stuteville, Susan Robb, Bill Gresham and Liaison Marc Sportsman. Present for Platte County were Julie Rule and Noel Challis. Absent with notice was Laura Ozenberger. Absent without notice was Adam Zink. Present for the City, Tim Blakeslee (Assistant to the Administrator), Tom Barnard (Parks Superintendent) and Bonnie Buckmaster (Public Works Assistant). A quorum was present.

#### 2. CITIZEN INPUT

None

#### 3. CONSENT AGENDA

A. Approve the minutes for the May 11, 2016 regular meeting.

**PHIL WASSMER MOVED TO APPROVE THE MINUTES FROM THE MAY 11, 2016 REGULAR MEETING. NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.**

#### 4. NON-ACTION AGENDA

A. Parks Master Plan Steering Committee Meeting

Larry Reynolds presented a recap of the most recent information regarding the Parks Master Plan on behalf of Vireo. Discussions included feedback from the focus group of the open house and on-line survey results including the old and proposed park vision and mission statements. The results from the 48 participants from the open house 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. There was further discussion of camping and boat/kayak storage and liability. Discussion also included top riverfront improvements, facilities that best needs, and park priority levels. There was also discussion on the comparative analysis of the on-line survey vs. open-house results.

Larry Reynolds presented three (3) preliminary design concept plans of the riverfront parks for review and discussion, which include Concept (A) The Mall, Concept (B) The Boardwalk and Concept (C) Promenade. Platte Landing Park concepts were similar in all three (3) concepts. The board was pleased with the Platte Landing Park plans.

Concept (A) The Mall focuses on bringing people closer to the river with green space and possibly incorporating a boardwalk. It also included dividing the active and passive park spaces with a road in English Landing Park. Rerouting Rush Creek was noted by adding a culvert which would run under the parking lot. Discussion included the large expense for the culvert. If a new road was built, there was a separate concern of losing trees and of kids crossing the street. The Board loves the idea of a boardwalk along the river. This concept received generally positive remarks.

Concept (B) The Boardwalk is more intensely developed with shops, restaurants, a multi-family dwelling, parking, and bringing a road through the park for more access to park amenities. This concept focuses more on boardwalk shops than open green space for events. Board has a concern that it doesn't fit in with the character of the park and that it would be difficult to engineer as a result of the flooding nature of the park.

Concept (C) Promenade focuses on a pedestrian walkway with development near the railroad tracks. A road would be brought down to the riverfront/boardwalk. This concept also incorporates additional shelters and a road along the creek. Board commented on the large amount of parking and that the Public Works Parks Building with Sewer Pump Station needs to stay where it is. There were also comments regarding maybe incorporating parts of A and C together.

Below is a breakdown of Likes and Dislikes of A & C. All agree on the Platte Landing Park additions of ball diamonds, additional trails, and that the Sewer Pump Station needs to stay, and that if Grigsby field is removed it would have to be replaced.

**Concept A Likes:**

- Outer road separating active and passive
- Boardwalk
- Promenade
- Mall
- Bridges over White Aloe Creek
- Road going East of Park has better traffic flow than Concept C
- Proximity to the mall from the RR tracks
- PLP

**Concept A Dislikes:**

- Rerouting Rush Creek
- Existing Buildings

**Concept (C) Likes:**

- Driving right up to the River
- Rush Creek is not redirected
- Visual to the River
- Promenade walk for vendors/activities
- Bridges over White Aloe creek
- PLP

**Concept (C) Dislikes:**

- Traffic on West side of the River – to have fewer roads through the Park
- Residential and Retail Parking Garage – could be green space

There will be a booth set up at the 4<sup>th</sup> of July Celebration with pictures of proposed concepts for public review and comment.

## 5. STAFF UPDATES ON ACTIVITIES

### A. Administration

1. Future Event Updates
  - a. 5k Color Run June 11, 2016
  - b. Rock N Roll Fest June 17-18, 2016
  - c. 5k Father's Day Run June 19, 2016
2. English Landing Park Restroom Update.
  - a. Highlighted that the Board of Aldermen is focusing on interior and then the exterior of the restroom.

### B. Public Works

1. Parks Report
  - a. The parks report is included in the packet.
2. Tree City USA
  - a. City applied for a TRIM grant in English Landing Park.

## 6. MISCELLANEOUS ITEMS FROM THE BOARD

None

## 7. ADJOURN

**NEIL DAVIDSON MOVED TO ADJOURN AT 7:20 P.M. PHIL WASSMER SECONDED; MOTION PASSED 6-0.**

The minutes for June 8, 2016, regular meeting, having been read and considered by the Community Land and Recreation Board, were approved on this the 13th day of July 2016.



Bonnie Buckmaster  
Public Works Assistant



Approval date



## 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.

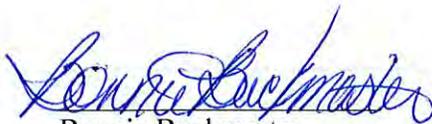
**6. MISCELLANEOUS ITEMS FROM THE BOARD**

- 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

8/8/16  
Approval date



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

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.

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Bonnie Buckmaster  
Public Works Assistant

9/14/16  
Approval date



**Special Meeting**  
**COMMUNITY LAND AND RECREATION BOARD**  
**MINUTES**

CITY OF PARKVILLE, MISSOURI

August 17, 2016, 7:00 p.m.

City Hall Boardroom

The meeting was called to order at 7 p.m. Members present were: Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Phil Wassmer, Bob Stuteville and Linda Arnold. Present for the Platte County were Noel Challis and Julie Rule. Tim Blakeslee (Assistant to the City Administrator) and Bonnie Buckmaster (Public Works Assistant) were present for the City.

**1. GENERAL AGENDA**

**A. Parks Master Plan Steering Committee Meeting**

Larry Reynolds from Vireo presented Concept A and Concept B with a goal to consolidate to one concept. Discussion of CLARB included concerns of what the community wanted, what has been developed so far in Platte Landing Park, and wanting to come to financially attainable plans. There was discussion of citizen input regarding the need for more playground equipment near the sports complex for use during games. CLARB suggested getting the support of leagues to draw more people. The Board wanted to note that the new construction of fields may have to be completed before the existing fields could be removed.

In Concept A, there is a road that goes into ELP for easier access, which Concept B does not have. The cost of the road would be \$250,000 - \$400,000. There was discussion of whether or not to have the road as part of the master plan. Larry stated that the road could possibly to connect across the river at the A-Truss Bridge for more accessibility. The Board agreed on planning for the road in concept A.

It would be preferable if changes in the Master Plan regarding Platte Landing Park to have approval from the County Commissioners, if it goes past this year, there will be new Commissioners. CLARB would suggest to finish the Master Plan and have a decision before the end of this year.

The Board divided the park up into three sections which included Platte Landing Park, a Centralized Area and English Landing Park. Below includes discussion from each section on what to include in the Master Plan:

**Platte Landing Park:**

- Enough parking stalls for fields
- Small shelters
- Space for future parking and potential green space
- Eight recreation fields

Other discussion included lighting for the fields and using the fields for leagues to bring in revenue. The suggestion was made to build out a few fields at a time but keep all eight on the Master Plan for the future. There could be savings with the wetland project to dig it out and fill in the fields to get the grade needed to reduce costs.

FOPP is looking to donate towards a rentable shelter with a few picnic tables and grills at the end of Main to view the river.

**Centralized Area:**

- Central spine to the river, Concept B has a walk down to the river while Concept A has more green space. Concept A preferred.
- Pedestrian bridge across Aloe Creek
- Open area for events or vendors
- Creek enhancements – dressing up Aloe Creek and Rush Creek so that people can access it more using big boulders, plants, and gravel.

The Board agrees they like Concept A for the centralized area.

Staff should investigate LWCF boundaries.

**English Landing Park**

Keep the current natural amenities but engage visitors deeper into the Park with the road – Concept A. Parking on Concept A is preferred but could incorporate Concept B until funding is available for Concept A

The next step is to consolidate the Concepts and bring to the Aldermen for review and submit it to the County before the end of the year.

Larry will have an updated plan at the September meeting.

The minutes for the Special Meeting for August 17, 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



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-127)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, September 14, 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: Phil Wassmer, Bill Gresham, Neil Davidson, Adam Zink, Bob Stuteville, Laura Ozenberger, Linda Arnold and Liaison, Marc Sportsman. Absent with prior notice were Michelle Flamm, and Susan Robb. Noell Challis was Present for Platte County. Tim Blakeslee (Assistant to the City Administrator), Alysen Abel (Public Works Director), Tom Barnard (Parks Superintendent) 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 August 10, 2016 regular meeting.

Noted to correct the wording under General Addenda and the spelling of Alloe Creek.

**NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE AUGUST 10, 2016 REGULAR MEETING. ADAM ZINK SECONDED; MOTION PASSED 7-0.**

- B. Approve the minutes for the August 17, 2016 special meeting

**NEIL DAVISON MOVED TO APPROVE THE MINUTES FROM THE AUGUST 17, 2016 SPECIAL MEETING, ADAM ZINK SECONDED; MOTION PASSED 7-0.**

#### 4. NON-ACTION AGENDA

- A. Parks Master Plan Steering Committee Meeting

Tim Blakeslee stated that Item 4A was to conduct the Parkville Parks Master Plan steering committee meeting. At the meeting, our consultants presented a consolidated riverfront park concept, a second draft of the analysis of park operations and maintenance, and park reach analysis map and cut sheets. Based on the final comments from the Steering Committee, the consultant will present a final parks master plan report at the steering committee meeting in October for review and approval.

Larry Reynolds, spokesman for Vireo presented a consolidated riverfront park concept map based on the feedback from previous meetings. CLARB discussed the green space bringing the park closer to the downtown area. The Board likes the aesthetics of green space as you enter the park. Also discussed was the need for buffers between roads and trails throughout the park. The new concept added a driveway for more access to the stage. There was a concern of the need for traffic control during events.

Other discussions included moving the Parks maintenance facility to an area in PLP and adding additional playgrounds and shelters in PLP.

CLARB liked the overall concept. Tim Blakeslee stated that the Main Street Association liked this general concept as well.

Discussion regarding the Maintenance Management Assessment was that some of the maintenance gap was a result of the seasonal position not being filled. Tom Barnard stated that there have not been any qualified applicants and that there was no interest in seasonal employment stating people want full time with benefits. Also discussed was the computerized work order system. Larry said that there would be a training expense and there would be an upfront cost, but it would help to provide justifications for budget requests. CLARB questioned the efficiency of a work order system for a small organization. Tim Blakeslee mentioned that the work order system would likely be a City wide system not just for parks. Alysén Abel thought that the street staff would also benefit, but that city is still small enough that it may not be the right time for it. CLARB asked Larry if he could check if there could be a trial period to see if it would be a good fit. Larry will check on that.

See the CLARB packet regarding the Riverfront Parks Preferred Design Concept and the full Maintenance Management Assessment.

**THIS IS A DISCUSSION ITEM THEREFORE, NO MOTION IS NECESSARY.**

#### B. Draft Park Map Review

Tim Blakeslee presented the first initial draft of the new parks map graphic design. Staff stated that at this point the map is very basic. The first draft does not yet include a legend, amenity labels, a visual border, some kind of texture in the open area PLP, or the far-east end of English Landing Park. These will be included in a subsequent draft.

The consultant wanted feedback from CLARB on the five questions prior to submitting a final draft next meeting:

General Scale – Currently the map is drawn to scale. Should the scale be retained or should specific features be enlarged for visual effect?

General Style – Currently the map uses light colors, including variations of light greens and light blues. Should the map retain this color scheme, have a brighter more colorful scheme, or a deeper more realistic scheme?

Border Style – While not currently shown, Vireo’s current notion is to match the downtown entryway signage and new entryway banners (blue wave and light brick). Should Vireo proceed with this idea or make the border more generic park theme?

Far-east end of English Landing Park – Currently the map does not show the far-east end of English Landing Park. Should the map be elongated to show the far-east end of English Landing Park, should the far-east end of English Landing Park be shown in a breakout box (similar to how Alaska and Hawaii are often portrayed in maps of the United States), or should far-east end of English Landing Park left off of the map entirely?

Future Connection – Should the map show a possible future connection to the Missouri Riverfront Trail as a dashed line?

Currently the map shows the 5K/10K race route as a solid line with arrows. Should the map display the 5K/10K race route as a solid line or dashed line? Should the line be thinner or remain the same width?

The CLARB likes the entire park on the map, including all amenities and mile markers with a breakout box of the far-east end of English Landing Park. The Board also liked the color scheme and would like the colors to be consistent to match the 5K/10K signs and the downtown entryway sign. Also discussed were signage for the boat ramp and showing the future connection to the Riverfront Trail.

**THIS IS A DISCUSSION ITEM THEREFORE, NO MOTION IS NECESSARY.**

## **5. ACTION AGENDA**

### **A. CIP Budget Request Review**

Staff reviewed budget process included that the City operates on a January 1 to December 31 fiscal year and therefore must adopt a 2017 budget before the end of the calendar year. At the Board of Aldermen level, the process involves four budget work sessions followed by a public hearing to review and adopt the final budget. Part of this process is the adoption of the annual Capital Improvement Program (CIP). The CIP reflects the priorities of the governing body for the immediate future, but is evaluated on an annual basis and adjusted to reflect changing needs and conditions.

City staff asked the Community Land and Recreation Board (CLARB) provide direction and feedback on the proposed draft Parks and Nature Sanctuary CIP document (Included in the CLARB packet.) with the following questions in mind:

1. Are the listed projects in priority order?
2. Do the listed CIP projects reflect a future community need?
3. Are any projects missing from the CIP list that should be included?

Alysen Abel and Tom Barnard provided feedback to various questions, including if the trail around the perimeter of the dog park being completed. Abel noted that the Train Depot Parking Lot Improvements could possibly be placed in the administration budget.

**PHIL WASSMER MOVED TO RECEIVE THE UPDATE ON THE PROPOSED PARKS AND NATURE SANCTUARY CAPITAL IMPROVEMENT PLAN, BILL GRESHAM SECONDED; MOTION PASSED 7-0.**

### **B. Missouri American Water Well #5 Agreement**

Staff noted that Missouri-American Water operates three wells in Platte Landing Park. The existing subsurface formation around one of the existing wells (named Well #5) has become unusable and has caused a failure in the well. As a result Well #5 is no longer able to sufficiently collect water. To continue to service Parkville and Platte County residents with drinking water, Missouri-American Water requests an easement to construct a new well outside of the existing enclosure of Well #5. A mapped location of the new well can be found in the CLARB packet.

Staff presented a draft Cooperative Agreement for the new well to be approved by the Parkville Board of Aldermen and to be signed by the County. The agreement states that Platte County will grant Missouri-American Water an easement for a new well location. In exchange, Missouri-American Water will vacate the existing Well #5 location and remove all above ground equipment/fencing associated with the existing well site. The existing Well #5 location will then we transferred back to Platte County.

Staff's primary concern is screening and security of the new well. Staff's content that the agreement language will require the new well to be screened to the same standard of the current wells in the park.

CLARB discussed the specific requirements for the screening of both the old and new wells. Discussion surrounded trimming brush around the old wells more often and the importance of having Platte County or Missouri American Water paint and maintain the tanks. Also discussed was not wanting to draw attention to the area suggesting that something neutral be considered. Noel Challis said that the County would approach Missouri American Water to make things look nice. The Board also asked Tim to check if the remaining screens could be trimmed.

**BILL GRESHAM MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE COOPERATIVE AGREEMENT WITH RECOMMENDATION THAT THE COUNTY ASK THE WELLS AND SCREENING BE BETTER MAINTAINED, NEIL DAVIDSON SECONDED, MOTIONS PASSED 7-0.**

## **6. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

#### **1. Upcoming Events Update**

- Paws in the Park- 9/17 Saturday Morning
- Liver Life Walk 5K- 9/24
- Final Fridays in Downtown Parkville- 9/30
- Dyslexia Dash 5K- 10/2
- Children's Mercy 5K- 10/8
- Bringing Up the Rear 5K/10K- 10/9
- Ian's Rainbow 5K- 10/15

#### **2. Grigsby Field Partnership/Friends of Parkville Parks Funding**

The First Update: Staff is working on a use/volunteer agreement with one of the local baseball academies to help with some of the maintenance of the Grigsby field. We're hoping to finalize an agreement and come back in October for CLARB's approval.

- General field maintenance
- Pitching mound repair on Grigsby
- Backstop netting safety repair on Grigsby
- Windscreen installation on Grigsby
- Warm up area repair on Grigsby
- Batting Cage Repair on Grigsby
- Turtle Repair/Hitting Cage (If able to find model)
- Interested in maintenance of any new fields if funding is received

The Second Update: Staff learned last week that the Friends of Parkville Parks were requesting proposals for projects to fund with the remaining funds prior to disbanding. Due to the timeframe, Staff had to do this a little backwards and was not able to request CLARB approval prior submitting the application.

Staff submitted an application for basic practice fields near the entrance to Platte Landing Park. One is essentially making open field a grassy multi-use area and the other is basic grading seeding, and dirt for a field. Map attached. The local baseball academy has already expressed interesting in helping to maintain any new field. However, prior to the city accepting any finds staff was working on a Staff will return in October to CLARB for approval.

Staff was notified by FOPP that they awarded the City 10,000 as a match to help with the practice field project and 15,000 to help with a new shelter project. City Staff is obviously very grateful for this donation. Staff thinks that the donation funds for the new shelter could be a useful to leverage as part of a Platte county outreach grant to try to be able to afford a larger structure.

## B. Public Works

### 1. August Parks Report

Alysen Abel stated that the perimeter around the dog parks is completed

### 2. Tree City USA

Tom and the parks staff scouted trees to select for the TRIM Grant, if it is awarded, along with areas to plant new trees. Alysen said that we are waiting on the grant and that the City has contracted with Arbor Masters for the on-call tree trimming service.

### 3. English Landing Park Restroom Update

Alysen Abel, Public Works Director, updated CLARB on the bidding process which included rebidding for subcontractors to rehab. Contracts for the plumbing, carpentry, site construction and electrical contracts have been approved. Some work has started and we anticipate work being complete by the November 1<sup>st</sup> Grant deadline with a project completion date of 10/15/16. Tom Barnard will gut and paint the interior. CLARB discussed the importance of sandblasting the walls to get rid of the odor and sealing the walls before painting. Staff will meet with the contractor regarding power washing and to discuss the TNMEC flooring instead of tile. Alysen also discussed the issue with the bid of the water fountain and dog bowl being \$16,000 with labor and materials stating that they have considered having a different contractor put in the fountain at \$500 with the City providing the materials, but for now the City is taking out the fountain. Noel Challis stated that there should be documentation that the fountain is on order by the November 1<sup>st</sup> deadline but could be willing to work with the City by a couple of weeks. Adam Zink expressed concern with the work from WSKF was not what was asked for and felt like there should be some compensation and asked what was paid to them. Alysen said he was paid \$25,000.

### 4. Platte Landing Park Noxious Weed Update

Alysen stated that Staff is mowing and maintaining the area. CLARB is concerned that there could be a fine for not maintaining. The Parks Department is monitoring the condition. Liaison Marc Sportsman commented that there is language in the contract of a possible fine, but as long as it is mowed it is within the contract. There will be a third mowing in the next few weeks pending the weather and the field drying out. Intent is to keep mowing and keep it short, staff may need to spray or seed.

## 7. MISCELLANEOUS ITEMS FROM THE BOARD

- A. 13<sup>th</sup> and Main Street dead trees. Alysen stated that it is being taken down and that the City is working with the homeowner to remove the dead trees in the next week or so at \$1,400 per tree having the cost split between the City and the homeowner and stated that there is an issue with a power line. The Board thinks that citizen tree complaints should go to Community Development.
- B. Update on First Student parking in the PLP lot – no issues reported. Staff will provide an update if we are receiving the \$300 monthly fee.
- C. Neil Davidson said that the Parkville Rotary is looking for some projects for 6-8 people to do. It was mentioned that they could help Tom plant trees in the park
- D. Discussion of improving the look to the Welcome to Parkville signs. Alysen said that the signs will possibly be relocating due to MODOT Right of Way.

**8. ADJOURN**

**ADAM ZINCK MOVED TO ADJOURN AT 7:45 P.M. BILL GRESHAM SECONDED;  
MOTION PASSED 7-0.**

The minutes for September 14, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 12<sup>th</sup> day of October, 2016.

  
Bonnie Buckmaster  
Public Works Assistant

10/12/16  
Approval Date



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-128)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, October 12, 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: Phil Wassmer, Bill Gresham, Neil Davidson, Adam Zink, Laura Ozenberger, Susan Robb and Liaison, Marc Sportsman. Absent with prior notice were Michelle Flamm, Bob Stuteville, and Linda Arnold. Noel Challis was Present for Platte County. Tim Blakeslee (Assistant to the City Administrator), and Bonnie Buckmaster (Public Works Assistant) were present for the City. A quorum was present.

#### 2. CONSENT AGENDA

A. Approve the minutes for the September 14, 2016 regular meeting.

Noted to correct typos under the Action Agenda and Staff Updates.

**ADAM ZINK MOVED TO APPROVE THE MINUTES FROM THE SEPTEMBER 14, 2016 REGULAR MEETING. BILL GRESHAM SECONDED; MOTION PASSED 6-0.**

#### 3. ACTION AGENDA

A. Parks Master Plan Approval

Larry Reynolds presented a final draft of the Parks Master Plan with findings and recommendations. Recommendations included the following:

**FUNDING** - Reynolds recommended to consider a ½ cent sales tax over 10 years which would generate about 500,000 annually and 5,000,000 over the course of 10 years. In addition, Parkville should increase the operating budget to match the median dollars per resident nationwide.

**SERVICE AREA GAP AND CONNECTIVITY** – Reynolds stated that the findings show that the western edge of Parkville provides little opportunity for a neighborhood park but a Brush Creek Greenway could serve that portion of the community. Reynolds also showed a breakdown of the riverfront parks amenities in the plan for each of the parks. Reynolds addressed revisions made at the last meeting which included the concern of parking spaces along the riverfront in Platte Landing Park. Laura Ozenberger asked what other adjustments were made. Reynolds stated they adjusted the parking in Platte Landing Park by the sports fields and the separation of the trail in English Landing Park from McAfee Street.

**PROGRAMMING** – Reynolds stated that once more sports fields in Platte Landing Park come online it will present an opportunity for the City to provide recreational programming or to partner with the YMCA or Northland Sports Alliance to fill the needs.

**DEVELOPMENT FEES** – Reynolds identified the new development impact fee as a way to fund capital improvements.

**CODES** – Reynolds stated the City code for parkland dedication is that the Board of Aldermen has the ability to approve cash in-lieu dedication of open space at a rate of \$7,000 per acre. Now could be the time to look at that to see if that needs to be increased. Another opportunity that could be done is to apply this to commercial developments. This is a current trend.

Board discussion regarding the Figure 5.10 on page 39 of the Parks Master Plan was that Item 5 should be Art/Memorial plaza and Item 6 should be Screened Maintenance Facility. Reynolds noted and said it will be changed.

Blakeslee asked Reynolds to go over the Riverfront Parks Phasing Diagram with Conceptual Costs. Reynolds discussed the sequences including starting with Phase 1A to provide preliminary grading for fields and road base for a drive and parking lot. Other Phases could be chunked into logical segments or could be built as one project. Challis was concerned with the statement that Phase 1A could provide a road base for later phases. Reynolds stated that there will be a gravel staging area that could be used for a future road base as part of wetland construction.

Neil Davidson asked about LWCF requirements in the park. Blakeslee stated that the City has done some research with the Missouri State Parks. The City was told that the current fields can be moved without the other fields being built first by asking for use of the area to be changed. Blakeslee said that the National Park Service wants to do a clean slate for our LWCF records because there seem to be discrepancies on their end.

There was discussion on the phasing diagram. Challis asked if Phase 2 and 3 could be swapped. There was discussion of Phase 2 which provides parking for the baseball fields. Blakeslee will reach out to Main Street Parkville Association and ask for comments before the plan goes to the Board of Aldermen for final approval. Davidson commented that he was not fond of the computerized work order system regarding when to replace equipment.

Noel relayed comments that the parks board had regarding the area near the multiuse fields which is south of item C on the concept map, asking if there could be room for an additional restroom. Reynolds stated that the best option would be to look into mobile restrooms. It is noted that there is potential for a playground and restroom facilities near the multiuse fields.

Marc Sportsman asked Challis what the next step would be, which she said she would take it to the Parks Board after Board of Aldermen approves.

**ADAM ZINK MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN ADOPT THE 2016 PARKVILLE PARKS MASTER PLAN WITH NOTED CHANGES. BILL GRESHAM SECONDED; MOTION PASSED 6-0.**

**B. Approve the Riverfront Park map graphic design concept**

Blakeslee said 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 in three park locations. Lindsey French with Vireo presented a riverfront park map graphic design concept following the comments received from CLARB. The design of the map was inspired by the Parkville entryway signage and the new 5k/10k marker color palette. CLARB liked the map, however felt that the 5k/10k route colors on the map were too similar and asked for more contrasting colors. The group also asked for an outline behind the arrows in the legend indicating the 5k/10k routes so they would stand out more. Other suggestions were to have route mile markers and to have the scale in miles instead of feet. CLARB also asked to add the trails in the Sullivan Nature Sanctuary.

Blakeslee said that 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. The scope included creating a color rendered park map showing and labeling existing park amenities and features. The map will also include lines, arrows and circles to illustrate the 5K/10K run route as well as distance markers. The first draft of the map was displayed at the meeting on September 14, 2016.

**ADAM ZINK MOVED TO APPROVE THE RIVERFRONT PARK MAP GRAPHIC DESIGN CONCEPT SUBJECT TO CHANGES. BILL GRESHAM SECONDED; MOTION PASSED 6-0.**

**C. Approve a donation agreement with Friends of Parkville Parks in the amount of \$25,000**

In early-September, City staff was notified that the Friends of Parkville Parks (FOPP) were seeking grant requests prior to disbanding. The deadline for the requests required that an application be submitted prior to the request being approved by the governing body. As a result, final endorsement of accepting funds for the proposal made to FOPP is contingent on the support of CLARB and the Parkville Board of Aldermen.

In brief, the City's proposal involved creating one practice ball field and one practice multi-use field in Platte Landing Park (Attachment 1 of the CLARB packet). The City is also working to partner with local sporting academies to provide maintenance for the fields in consideration for reserved field time. The result would be the establishment of a series of "Friends Fields" in which various local organizations donate time, effort, and materials to help create athletic fields for community use. Staff stated that on September 8, 2016, FOPP awarded the City a \$25,000 grant. FOPP approved the request for the ball field proposal and \$15,000 was awarded for as a donation for a new shelter house near the southeast corner of the Grigsby Field parking lot, provided additional matching funding can be obtained via a Platte County Outreach Grant. The proposed shelter house location is consistent with a shelter location in the soon to be adopted 2016 Parks Master Plan.

Tim Blakeslee received updated information regarding the cost for the multiuse fields stating that they were quite a bit more expensive than anticipated. Staff stated that because it was more expensive than originally anticipated staff would think about possibly bringing in other organizations for donations. CLARB discussed that with the new figures, they would like to take a little extra time to get more information on the multiuse fields. CLARB stated that the agreement would need to be adjusted and just have the shelter reflecting the \$15,000 donation.

Adam Zink stated when FFOP disbands, they would go ahead and give the City the money in good faith to be put in escrow, trusting that the City will do what they have said they will do.

**NEIL DAVIDSON MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE A DONATION AGREEMENT WITH FRIENDS OF PARKVILLE PARKS IN THE AMOUNT OF \$25,000 CONTINGENT ON RECEIVING AN ESTIMATE OF ACCEPTABLE COSTS FOR FIELD GRADING. PHIL WASSMER SECONDED; MOTION PASSED 5-0. ADAM ZINK ABSTAINED**

**4. CITIZEN INPUT**

**A. Smoke Free Parks**

Dr. Michael C. Hudak presented information on the importance of smoke free parks. He stated that Kansas City has already made all parks smoke free and would like CLARB to consider Parkville Parks to do the same. Hudak informed CLARB of all the hidden dangers of second hand smoke and the toxins from the littered cigarette butts damaging wildlife and leaching into our waterways and environment. Hudak asked that at a minimum the city keep smokers thirty (30) feet away from all playgrounds. In the CLARB packet there were examples of signs that could be installed.

Discussions included the ability of enforcing the ban and some special events that this could affect. CLARB likes the idea and will discuss options of signs around the playgrounds and would like staff to look into options. Other discussions regarded having a smoking section for festivals. Blakeslee will check into what surrounding cities are doing and will put together ordinance recommendations for CLARB at a future meeting.

**THIS IS A DISCUSSION ITEM THEREFORE, NO MOTION IS NECESSARY.**

## **5. STAFF UPDATES ON ACTIVITIES**

### **A. Administration**

1. Upcoming Events Update – Pokémon Go Tournament, Zombie Rush 5k/10k
2. Nature Sanctuary – Ghost Stories 10/29/16 and Trek with Santa 12/3/16
3. Lowe’s Project – Revived flower bed at Main and McAfee
4. Missouri American Water Well #5 Agreement will go to the BOA 10/18/16. Missouri American agreed to trim the bushes back and paint the wells. Staff mentioned that the non-functioning well will be removed.
5. Missouri Riverfront Trail connection – The County has made contact with the railroad. Staff was informed that the County must bid the project prior to receiving the easement.

### **B. Public Works**

1. August Parks Report – Attached to CLARB packet.
2. Grigsby Trail Renovation – Completed.
3. Vikings Field – Altered agreement, the City is now spraying for mosquitos.
4. Tree City USA – Received full TRIM Grant amount. Tom Barnard is looking for trees to trim and remove.
5. English Landing Park Restroom – Work has begun, the City had received information that the guidelines to receive the grant have been extended to November 30, 2016.

## **6. MISCELLANEOUS ITEMS FROM THE BOARD**

- A. Laura Ozenberger asked about the Agreement with the baseball academy. Blakeslee is looking at the details and will have more information at the November meeting.
- B. CLARB asked about the bus parking in Platte Landing Park. Staff has not noticed many people using the park and will confirm payment which they are obligated to pay regardless of use.
- C. Zink stated concern of the illegal parking in English Landing Park and thinks that there should be tickets given out to violators. Blakeslee will bring this to the police department’s attention. CLARB thinks that there should be some consistency in giving out tickets.

## **7. ADJOURN**

**ADAM ZINK MOVED TO ADJOURN AT 7:45 P.M. PHIL WASSMER SECONDED;  
MOTION PASSED 6-0.**

The minutes for October 12, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 9th day of October 2016.

*Bonnie Buckmaster*

Bonnie Buckmaster  
Public Works Assistant

11/9/16

Approval date