



**COMMUNITY LAND AND RECREATION BOARD**

Regular Meeting (#19-4) Agenda  
CITY OF PARKVILLE, MISSOURI  
Wednesday, May 8<sup>th</sup>, 2019 6:00 pm

**1. CALL TO ORDER**

A. Roll Call

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adam Zink (Chair) | <input type="checkbox"/> Laura Ozenberger (Vice Chair) | <input type="checkbox"/> Michelle Flamm  |
| <input type="checkbox"/> Linda Arnold      | <input type="checkbox"/> Neil Davidson (Secretary)     | <input type="checkbox"/> Bill Gresham    |
| <input type="checkbox"/> Susan Robb        | <input type="checkbox"/> Bob Stuteville                | <input type="checkbox"/> Steven Sturgess |
|  | <input type="checkbox"/> Marc Sportsman (Liaison)      |  |

**2. CONSENT AGENDA**

- A. Approve the minutes for the April 10, 2019 regular meeting.

**3. ACTION AGENDA**

- A. Approval of the TRIM Grant Application Submission.

**4. NON-ACTION AGENDA**

- A. Park Restoration Tour date selection

**5. STAFF UPDATES ON ACTIVITIES**

- A. April Nature Sanctuary Report
- B. April Parks Report
- C. Public Works Report

**6. MISCELLANEOUS ITEMS FROM THE BOARD**

**7. ADJOURN**



## COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#19-3)

### MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, April 10, 2019 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 Assistant to the City Administrator, Anna Mitchell.

Members present were:

Adam Zink (Chair)  
Neil Davidson (Secretary)  
Michelle Flamm  
Bill Gresham  
Linda Arnold  
Susan Robb

Absent with prior notice were:

Laura Ozenberger (Vice Chair)  
Steven Sturgess  
Bob Stuteville  
Marc Sportsman (Liaison)

A quorum of the Board was present.

Anna Mitchell, Assistant to the City Administrator, Alysén Abel, Public Works Director, and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

#### 2. CONSENT AGENDA

1. Approve the minutes for the February 13, 2019, Regular Meeting

**NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE FEBRUARY 13, 2019 REGULAR MEETING; MICHELLE FLAMM SECONDED; MOTION PASSED 6-0.**

#### 3. ACTION AGENDA

##### A. Officer Elections

Anna Mitchell, Assistant to the City Administrator gave a background of the Community Land and Recreation Board Bylaws and Procedures adopted on October 12, 2005. The officers of the Community Land and Recreation Board shall consist of a Chairman, Vice Chairman, and Secretary. The Community Land and Recreation Board shall annually elect these officers from its citizen members. Nominations shall be made from the floor, and the person receiving a majority vote of the total Board membership shall be declared elected. Officers shall serve until their successor is elected. No member may serve as Chairman for more than three consecutive elected one-year terms. As this is not applicable to any member of the Board at this time, the Chairman position is open to any CLARB member.

The Board members that currently hold the elected positions are Adam Zink as Chairman, Laura Ozenberger as Vice Chairman, and Neil Davidson as Secretary.

**MICHELLE FLAMM MOVED TO NOMINATE ADAM ZINK AS COMMUNITY LAND AND RECREATION BOARD CHAIRMAN; SUSAN ROBB SECONDED; MOTION PASSED 6-0.**

**MICHELLE FLAMM MOVED TO NOMINATE NEIL DAVIDSON AS COMMUNITY LAND AND RECREATION BOARD VICE CHAIRMAN; ADAM ZINK SECONDED; MOTION PASSED 6-0.**

**ADAM ZINK MOVED TO NOMINATE LAURA OZENBERGER AS COMMUNITY LAND AND RECREATION BOARD SECRETARY; NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.**

B. Approval of the painting and color of the Pocket Park deck.

Mitchell explained that the Director of Main Street Parkville Association (MSPA), Kelly Putman, reached out to staff regarding the painting of the Pocket Park deck. Putnam explained that although there are future plans to upgrade the area, MSPA wanted to give Pocket Park a facelift. This would be a voluntary project with no cost to the City. Design Chair Sara Rouse said that the color would be a light grey that would match the Evolytics building and would complement the color scheme of the surrounding buildings. Rouse added that there are a couple of boards that may need to be secured by City staff. Chair Adam Zink wanted to make sure that the paint being used is of high quality and a done by a professional, and asked that there be someone to oversee the project. Putnam said that Brian Mertz, nearby property owner at 116 Main, while painting his building will have his painters paint the decking of Pocket Park. There will also need to be some prep work to the area before painting can begin. The improvements should be complete in June. MSPA will also be planting a variety of flowers from Family Tree, in the area to be delivered May 13<sup>th</sup>. CLARB would like staff to approve the improvements.

**BILL GRESHAM MOVED TO APPROVE THE PAINTING OF THE POCKET PARK DECK IN THE SPECIFIC COLOR CHOSEN BY CLARB AND REPAIRS TO THE BOARDS; NEIL DAVIDSON SECONDED; MOTION PASSED 6-0.**

C. Approval of Addendum Number 1 to the Use and Maintenance Agreement with Park University Sand Volleyball team.

Mitchell gave a background of the Field Maintenance and Use Agreement with Park University Sand Volleyball team and presented Addendum Number 1. Park University put approximately \$30,000 into the courts to ensure use at a higher standard. Due to the extreme winter and flooding in the park, they were unable to use the courts this season. Staff is proposing an addendum to extend the contract one additional year, ending May 15, 2020. The addendum proposes that Park University not be responsible for any additional upgrades or rental fees during the one year extension but is still required to abide by the maintenance requirements set in the agreement.

Michael Talamantes, coach for the beach volleyball team, gave an update of the teams' successes and is excited to get back to the use of the courts.

**NEIL DAVIDSON MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE ADDENDUM NUMBER 1 TO THE FIELD MAINTENANCE AND USE AGREEMENT WITH PARK UNIVERSITY; BILL GRESHAM SECONDED; MOTION PASSED 6-0.**

## **A. NON-ACTION AGENDA**

## **B. STAFF UPDATES ON ACTIVITIES**

### **A. Flood Update**

Alysen Abel, Public Works Director, gave an update to the current conditions of the parks. Abel stated that there is a lot of damage in the park and it will take some time to get the park back to previous conditions. The police and public works staff constantly monitored the conditions of the rising waters and were able to pump water and place plugs in the inlets so that the Downtown area would not be affected. Projections indicate that the waters will rise again, however, not to this extent. Abel presented a slideshow of during and after the flood that showed Grigsby Field's extensive damage including the fencing. There were several levees that broke up north that actually helped the levels in our area. There was also a breach in the levee near the sewer plant that led to flooding at the plant. After the water receded, there was about 3 foot of silt deposited on the parking lot and about half of the access road into Platte Landing Park. Staff is looking for a location to take the silt. It cannot be deposited back into the river as it is considered polluting the water ways. Staff has cleared a path down to PLP and the concrete portion of the parking lot. The boat ramp is estimated to be under 15 ft. of silt. The City will contract to remove the mountains of silt. The dog parks and boat ramp are not open. The fencing will need to be replaced around the dog parks and silt removed. The park will most likely need to be reseeded. Staff is hopeful that trees will survive. The low lying areas in the park still have standing water. Abel said that some of the silt can be used in the low lying areas of the Dog Park and parks. CLARB asked if the silt could be used for the streets during the winter. Abel said that the silt is very fine but will check to see what uses it could be.

English Landing Park has some silt but is not as bad as PLP. The playground area is covered with silt and flood debris as well as debris in the trees. Sullivan Nature Sanctuary was hit pretty hard, which staff will evaluate the damage. The assessment of the three ballfields are that Ballfield 1 is in the best condition with some work needed. Ballfield 3 is not in bad shape, however, Grigsby Field is in pretty bad shape and will need to be completely redone. Staff has started working on the netting and the fencing removing debris. Mitchell stated that the company, Engaged, had put \$18,000 in improvements into Grigsby. Abel stated that the plan will be to get the field back to pre-flood condition.

The ELP restroom was under water, which reached just below the hand blowers. Staff power washed and cleaned the restroom.

The volleyball courts will also be put back to pre-flood condition. Park University had also put in upgrades to the courts. Staff will make sure that there will be quality sand put in as well as the upgrades to the courts.

Staff is seeing beavers damaging the trees in the park, which staff is working with someone to remove the beavers.

The Board of Aldermen took a tour of the damage along with staff on April 10<sup>th</sup>.

Brewfest will be moved to Platte Landing Park and will also have the use of Friends Shelter. There was a question of the contamination which Abel stated that Mother Nature will take care of contaminates, and is not concerned.

There has been discussion of installing a temporary dog park. This is being considered.

The Board has declared an emergency for the City; staff is meeting with the County and FEMA April 11<sup>th</sup> to access the damage and was asked to provide damage assessments. Abel stated that it is difficult to quantify and assess damages as there is an estimate of 2,000 truckloads of silt to haul. Staff is operating as if there is a declaration. Staff is logging all expenses including equipment and time for the restoration.

Low Water Crossing – Abel said that in order to construct the bridge, the water level needs to be at 19 ft., which won't happen for a few weeks. Staff has been in contact and will meet with the contractor this week on plans to move forward.

The trails in ELP are bare, there may be a little bit of rock with erosion. Staff will need to re-establish the majority of the trails before opening.

Volunteers have reached out to the City for help with clean up. Staff will look into possible opportunities.

Staff is working with Jeremy Jordan to look for possible alternate locations for the upcoming 5k/10k events.

Chair Adam Zink would like to get the trails open in English Landing first. Abel said that staff is looking at the phasing plan and to be systematic in opening the park and have barricades in place. The police have ticketed several people entering the restricted areas. Abel went on to say that with the possible impending floods, putting down material that could possibly float away would not be in the best interest. Staff will monitor the forecast to make the decisions on restoration and re-opening.

Staff is currently working on Ballfield 1, and checking the electrical in the park, opening the area for Brewfest with putting up a cord barricade and as each area is restored to move the barricades. Re-establish trails to the east but will need to move a lot of silt and restoration.

Staff is prioritizing the phasing that makes sense of the strategic point of view with the idea that the park may flood again.

There was no damage to the new Park's Storage Building.

Possible late summer early fall to be fully operational. Taking the ballfields day by day.

The Community Land and Recreation Board thanked Alysen for the update.

Chair Zink asked that the photos be made public. Mitchell agreed and said they will be put out for public viewing to understand the closures.

- B. February and March Nature Sanctuary Reports – Included in the packet. Looking for volunteer groups to come in to the Nature Sanctuary.
- C. February and March Park Reports – Included in the packet. Staff will look into drainage issues in the parks.
- D. Public Works Update – Included in the packet

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

- A. The City was awarded the Outreach Grant for two shade structures for the dog parks. Staff may need to apply for an extension for completion.
- B. Chair Zink thanked staff for all of the work and effort put in for the parks tax and putting information on the website. Job well done to city staff. Amazing turn out for the parks tax Prop P and looks forward to the park system improvements.
- C. Wetland bids – Staff received word from the Corps of Engineers that the bids came in quite a bit higher than expected. Staff will meet with the Corps to go over the bids and see if there are other opportunities to value engineer. Staff had an appraiser out to get a more accurate appraisal.
- D. Arbor Day will be held at Watkins Park on Monday, April 22, 2019 at 12:00 p.m. to plant a tree.

**E. ADJOURN**

**MICHELLE FLAMM MOVED TO ADJOURN AT 7:06 P.M. BILL  
GRESHAM SECONDED; MOTION PASSED 6-0.**

The minutes for February 13<sup>th</sup>, 2019, having been read and considered by the Community Land and Recreation Board, were approved on this the 10<sup>TH</sup> Day of April, 2019.

\_\_\_\_\_  
Bonnie Buckmaster, Public Works Assistant

\_\_\_\_\_  
Approval date

## **CITY OF PARKVILLE Policy Report**

Date: May 6, 2019

Prepared By:  
Alysen Abel  
Public Works Director

Reviewed By:  
Anna Mitchell  
Assistant to the City Administrator

ISSUE:

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) for the Parks Department.

BACKGROUND:

The Missouri Department of Conservation (MDC), in cooperation with the Missouri Community Forest Council, offers a grant funding program to assist government agencies, public schools, and non-profit organizations with the management, improvement, or conservation of trees on public lands. Projects that are eligible for TRIM funding include tree inventory, removal or pruning of hazardous trees, tree planting, and training volunteers or municipal employees to care for community trees.

On July 19, 2016, the Board of Aldermen approved a two-year on-call services agreement with Arbor Masters to assist the City with tree trimming and removal for emergency and routine work. The Parks Superintendent met with a Certified Arborist with Arbor Masters to identify the needs of the park. With past TRIM grant applications, the primary focus was the removal of hazardous trees. This year, staff recommends utilizing the majority of the funding to perform a tree inventory. It has been over 5 years since the last tree inventory was performed.

City staff plans to prepare and submit the TRIM grant request in the amount of \$10,000 to assist with the tree inventory of the City's parks. Any funding remaining from the grant will be used to remove the hazardous trees with the highest priority. Staff anticipates that the tree inventory will represent the majority (about three-fourths) of the grant request.

BUDGET IMPACT:

The 2019 Parks Budget (line item 10-525.07-52-00) includes \$18,000 for tree trimming. This budget includes the local match associated with the MDC TRIM grant. In Parkville's case, MDC would reimburse 75% of the grant request. The city receives 15% bonus matching funds because the City has the Tree City USA designation. As a result, if the city receives the requested amount of \$10,000, the City's local match would be \$2,500.

ALTERNATIVES:

1. Recommend that the Board of Aldermen direct staff to submit the TRIM grant request as outlined.
2. Recommend that the Board of Aldermen direct staff to submit the TRIM grant request with changes as directed by CLARB.
3. Do not recommend to the Board of Aldermen for staff to submit the TRIM grant request.
4. Postpone the item.

## **ITEM 3A**

*For 05-10-19*

*Community Land and Recreation Board*

### STAFF RECOMMENDATION:

Staff recommends that CLARB and the Board of Aldermen support the preparation and submittal of a TRIM grant request in the amount of \$10,000 to assist with (1) performing a tree inventory of the City's parks; and (2) removing the hazardous trees that are rated with a high priority based on the tree inventory.

### POLICY:

City Code Section 150.050 states that it shall be the responsibility of the Community Land and Recreation Board to act in an advisory capacity for the Parks and Recreation Department to study, investigate, counsel, develop or update annually and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs along streets and in other public areas. The Board of Aldermen may refer issues to the Community Land and Recreation Board for further discussion.

### SUGGESTED MOTION:

I move to recommend that the Board of Aldermen direct staff to prepare and submit the TRIM grant application.

**April 2019**

**Activity Report**

**Joe Ryan**

**Parkville Nature Sanctuary**

**Urban Tree Specialists** did some contract removal of dangerous trees along the trails at the Parkville Nature Sanctuary. The trunks of some of those trees will serve in Nature Play areas. We also had a post-flood walk through at Sullivan Nature Sanctuary and identified hangers, leaners, and other trees for removal. Urban Tree has also been helpful with delivering wood chips to Sullivan to cover our trails.

**Clean-up at Sullivan** has begun with wood-chipping the north trail. In addition to portions of four days' work by Wayne and me, we were joined on day five by three volunteers. In addition to finishing the trail work, we removed the once-floating debris tangled in branches of the newly planted trees, and cleaned and trimmed the overgrown buttonbush at the trailhead.

We had better weather this month, and that led to better success with our **volunteer groups**. Two Cub Scout troops joined us on successive nights to pull and bag the invasive garlic mustard. We also had individual help assisting Wayne on trail maintenance, laying a gravel base with me for a Nature Play element, or working individually to weed or transplant escapees from the butterfly garden. On the 23<sup>rd</sup> we held a PNS Volunteer meeting where agenda items included: Saturday, May 4 Work Day at 9:00 am; status of Sullivan NS and work needed; and initial plans for June's Nature Camp (23 of 30 spots taken).

I interviewed a **potential Eagle Scout** and described a possible project that might work for the Sanctuary (rocking a portion of White Tail Trail). He is in discussions with his troop to see if this meets with their approval.

**Stream Team #907** from PNS conducted water quality monitoring activities on Alloe Creek on April 6. Water chemistry, discharge (flow), and macroinvertebrate sampling activities all indicate the creek is in good shape. This is also a good outreach opportunity as many Saturday morning hikers stop at the 12<sup>th</sup> Street low water crossing to see what we are doing, and learn about Stream Teams and water quality in the process.

In February, we began looking for volunteer assistance to conduct a **burn on the reconstructed prairie** at PNS. In March, I attempted to pair the 4-5 volunteers with favorable weather conditions (low wind, high humidity), but was unable to get enough volunteers on suitable days. In late March, I attended a burn workshop hosted by MDC. From this meeting, a site visit and discussion of overall objectives, I decided to postpone the spring burn to a time in summer. Our plot is predominantly warm season grasses, and they are doing well. We'd like to have more plant diversity, especially with the abundance of prairie forb species. A spring burn favors grasses, a summer burns will help tip the balance toward forbs. MDC also developed a burn plan for us, based on our site characteristics that will prove helpful.

Ten seedlings each of red bud and aromatic sumac were potted and placed in the nursery. Free **trees and shrubs** from MDC were received as part of a Stream Team agreement. Additional species (false indigo, Carolina buckthorn, ninebark, and blackhaw) and will be added to the nursery or planted in the Sanctuary in areas where bush honeysuckle was removed. Time in the nursery will allow for our species (especially trees) to gain size before planting in the Sanctuary, giving them a better shot at withstanding the ever-present deer browsing.

The **Friends of Parkville Nature Sanctuary (FOPNS)** added three board members recently. On the 6<sup>th</sup>, FOPNS President, Jeanne Pyland, and I led a hike through the Sanctuary to share information and learn more about them. With the passage of Proposition P and tax monies able to be directed to nature sanctuaries, discussions have begun to determine how that will impact the Friends group. Fund raising was the principal reason this group was formed in late 2015 as a 501(c)(3).

Two **Nature Play** elements were added to the Sanctuary this month. A group of tightly packed, vertical tree stumps were bound together as a climbing feature, especially suited for the youngest of our visitors. A ladder log, first constructed from a tree fall at Sullivan, was separated from the base during the March flood. Carried away, but left in the aftermath, the 15-foot log was transported and installed, with the help of the City Park’s crew, to its new location on Bluebird Trail at PNS. Signage for the Nature Play area is under development as part of FOPNS’ Platte County Outreach Grant award.

**Volunteer Hours** (PNS & FOPNS) April events: Stream Team monitoring, trail maintenance, Nature Play construction, garlic mustard pull, plant transplants, Sullivan clean-up.

<b>MONTH</b>	<b>VOLUNTEER HOURS</b>	<b>YTD VOLUNTEER HOURS</b>
<b>JANUARY</b>	<b>35</b>	<b>35</b>
<b>FEBRUARY</b>	<b>19</b>	<b>54</b>
<b>MARCH</b>	<b>82</b>	<b>136</b>
<b>APRIL</b>	<b>76</b>	<b>212</b>



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## CITY OF PARKVILLE Memorandum

Date: May 6, 2019

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Anna Mitchell, Assistant to the City Administrator  
Tom Barnard, Parks Superintendent

**RE: April 2019 Parks Activity Report**

The following Parks-related activities took place during April 2019:

- Flood Restoration – Staff continues to restore portions of English Landing and Platte Landing Parks following the flooding that occurred in late March.
  - The main access road to Platte Landing Park and parking lot contained about 3 feet of silt, this area was cleared.
  - The boat ramp in Platte Landing Park contained approximately 10 to 15 feet of silt, this area was cleared. The ramp is open for emergency access only.
  - There is a tremendous amount of silt that needs to be dealt with in both English Landing and Platte Landing Parks. The City is looking at alternatives for the silt removal and grading.

PUBLIC WORKS DEPARTMENT  
PROJECT UPDATE  
APRIL 2019

Parks Storage Building –At the end of 2018, the building was constructed. Additional work is necessary to complete this project, including installation of garage doors, electrical service, and screening. The contract for the garage doors was approved, the garage doors were installed at the beginning of April. Staff is working on the contract for the electrical service, the service will be installed soon. The City will be installing fencing along the boundary of the building, staff is collecting quotes now. The contract for the concrete floor will be installed in May. Staff is also working with an Eagle Scout to help install trees along the west side of the building. *STATUS – IN PROGRESS.*

ELP Low Water Crossing – The City applied for and received funding from FEMA for their Hazard Mitigation Grant Program in October. The Board of Aldermen approved two contracts for the low water crossing construction, one for the bridge system and one for the construction. The contractor has mobilized and installed erosion control along the creek. The existing structure was removed. Bank stabilization on the upstream end of the bridge was installed. The bridge foundation will be installed once the river levels recede. With the flooding in the park, it is uncertain when the bridge will be completed. *STATUS – IN PROGRESS.*

PLP Wetlands – The City signed the Project Partnership Agreement with the US Army Corps of Engineers at the end of 2017. The final plans and specification were updated and the project bid in late March. The bids came in higher than expected, there needs to discussion about the overall scope of the project. Staff will meet with Corps to discuss next steps. *STATUS – IN PROGRESS.*

2019 Outreach Grants – Staff submitted three grant applications to Platte County for the Outreach Grant. The projects were (1) Dog Park Shade Structure; (2) Parks Storage Building Screening; and (3) Busch Drive Roundabout. Staff received notice of award for one of the three grant applications. The project selected was the Dog Park Shade Structure. *STATUS – IN PROGRESS.*