



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#19-6) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 14th, 2019 6:00 pm

1. CALL TO ORDER

A. Roll Call

- | | | |
|--|---|--|
| <input type="checkbox"/> Adam Zink (Chair) | <input type="checkbox"/> Laura Ozenberger (Secretary) | <input type="checkbox"/> Michelle Flamm |
| <input type="checkbox"/> Linda Arnold | <input type="checkbox"/> Neil Davidson (Vice Chair) | <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 July 10, 2019 regular meeting.

3. NON-ACTION AGENDA

- A. Discuss Parks Priorities for 2020 Budget

4. ACTION AGENDA

5. STAFF UPDATES ON ACTIVITIES

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

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#19-5)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 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 Public Works Director, Alysén Abel.

Members present were:

Adam Zink (Chair)
Neil Davidson (Vice Chair)
Laura Ozenberger (Secretary)
Linda Arnold
Bill Gresham
Steven Sturgess
Michelle Flamm
Susan Robb

Absent with prior notice were:

Bob Stuteville

Marc Sportsman (Liaison)

A quorum of the Board was present.

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 May 8, 2019, Regular Meeting

LAURA OZENBERGER MOVED TO APPROVE THE MINUTES FROM THE MAY 8, 2019 REGULAR MEETING; NEIL DAVIDSON SECONDED; MOTION PASSED 8-0.

3. NON-ACTION AGENDA

A. BikeWalk KC Presentation

Alysén Abel, Public Works Director, introduced David Johnson of Kansas City Area Transportation Authority (KCATA) who gave a presentation explaining how the Bike share program works and that there would need to be sponsorship for the program. Park University is interested in the program, which could be a potential sponsor. Johnson introduced Eric Vaughan, Director of Bike Share and Business Services, who brought in and demonstrated an electric bike. The hope is to incorporate these bikes around the City and parks for residents to enjoy. The Community Land and Recreation Board members were in favor of the program. The next steps would include updating an ordinance to allow electric bikes in the parks and take it to the Board of Aldermen for approval. You may visit the City of Parkville website to view the full presentation for the July 10, 2019 CLARB meeting for more information.

B. Eagle Scout Presentation

Abel recognized Eagle Scout, Ryan Bennett, who was not in attendance. Ryan had been involved with the Veterans Memorial for an Eagle Scout project. Ryan worked with Park Superintendent, Tom Barnard to choose and plant trees along the west side of Ball field 1 and east side of the park storage building that is adjacent to the Veterans Memorial. Ryan will be recognized at a future Board of Aldermen meeting.

4. ACTION AGENDA

A. Approval of Engaged Athletics Use Contract Amendment NO. 1

Abel explained that before the 2019 floods, Engaged Athletics had put in approximately \$18,000 in improvements, however were not able to use the field due to the flooding. Staff is proposing an Addendum to the contract to allow for no additional improvements be done during the second year of the contract, but for the third year to revert to the original terms. Staff is working on getting the field back to pre-flood condition.

LAURA OZENBERGER MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE ADDENDUM NUMBER 1 TO THE FIELD MAINTENANCE AND USE AGREEMENT WITH ENGAGED HOLDINGS; STEVEN STURGESS SECONDED; MOTION PASSED 8-0.

B. Approval of Northland Defenders Use Contract

City Staff was contacted by the Northland Defenders team coach looking for a home field for regular practices for area teams. Currently the Park Girls' Lacrosse team has a contract to use the field, known as Vikings Field. The schedule proposed by ND does not conflict with PGL. ND will have opportunities to apply for large grants to upgrade the field in lieu of rental payments. If grants are not awarded, ND provided a list of improvements to be compliant with the agreement. Abel introduced Travis Clark of Northland Defenders who will be responsible for the daily maintenance of the field. Clark gave a brief background of the non-profit organization. There was a discussion of a change to the Agreement as follows: If grant monies are obtained, there would be improvement to the drainage and ground surface gravel. If grant monies are not obtained, lighting and container installed. CLARB suggested to include language for Northland Defenders and Park Girls Lacrosse to work together for scheduling field time. Staff will work with the two organizations for field reservations.

STEVEN STURGISS MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE USE AND MAINTENANCE AGREEMENT WITH THE NORTHLAND DEFENDERS FOR THE USE OF VIKINGS FIELD, WITH CHANGES DISCUSSED; BILL GRESHAM SECONDED; MOTION PASSED 8-0.

5. STAFF UPDATES ON ACTIVITIES

- A. May & June Nature Sanctuary Report – Included in the CLARB Packet
- B. May & June Parks Report – Included in the CLARB Packet
- C. Public Works Report – Included in the CLARB Packet
- D. FLOOD UPDATE – FEMA has approved the extension for the grant for the Low Water Crossing through October 16, 2019.

- E. Timeline of when park will be reopened – If the river does not rise again and the Low Water Crossing Bridge is completed, staff is hopeful to seed in the fall to re-establish the grass.
- F. Trails will need to be re-established to pre-flood conditions. Martin Marietta will bring in materials.
- G. The PLP boat ramp is open for emergency access only.
- H. Grant money for shade structure – Staff will ask for an extension.

6. MISCELLANEOUS ITEMS FROM THE BOARD

Neil Davidson suggested members read the article in the Citizen on the soccer complex at HWY 152 & Platte Purchase to include several tournament fields.

Chairman Zink would like to see more bike lanes and bike racks for the trails connections and would like to address this in the future.

Chairman Zink would also like CLARB to be able to have some type of approval and oversight for monies obtained from the approved park tax. Abel stated that staff will follow the purchasing policy which may need to be updated for park related purchases; and will discuss this with Joe Parente, City Administrator and Anna Mitchell, Assistant to the City Administrator to develop a plan and bring to CLARB for approval.

BNSF Trail location - Staff is looking into what the next steps will be.

7. ADJOURN

MICHELLE FLAMM MOVED TO ADJOURN AT 7:38 P.M. BILL GRESHAM SECONDED; MOTION PASSED 8-0.

The minutes for July 10th, 2019, having been read and considered by the Community Land and Recreation Board, were approved on this the 14th Day of August, 2019.

Bonnie Buckmaster, Public Works Assistant

Approval date

CITY OF PARKVILLE

Policy Report

Date: August 12, 2019

Prepared By:

Alysen Abel
Public Works Director

Reviewed By:

Melissa McChesney
City Clerk

ISSUE:

Discuss priorities in the Park for the 2020 Budget and Capital Improvement Program.

BACKGROUND:

The City operates on a January 1 to December 31 fiscal year and therefore must adopt the 2020 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 is adjusted to reflect changing needs and conditions.

Each department/division submits CIP requests to the City Administrator for preparation of the recommended budget to the Board of Aldermen during the budget process. This document is based on last year's CIP and other internal evaluations. Projects that are not anticipated to be funded or accomplished within the 6-year CIP planning period are listed as unfunded "future" projects. These future projects will assist with CIP preparation in future budget years and create a catalog of unmet community needs.

On October 10, 2018 and January 9, 2019, CLARB held work sessions to discuss the 2016 Parks Master Plan and to prioritize the projects outlined in the master plan. The priorities were approved by CLARB during the February 13th CLARB meeting. The approved list of priorities is included as Attachment 1.

City staff recommends that the Community Land and Recreation Board (CLARB) provide direction and feedback on the proposed draft CIP document. The discussion will provide the information needed to develop an informed and realistic Parks and Nature Sanctuary Division CIP. The Board of Aldermen will review the CIP recommendations during its budget work sessions in October and November. Final adoption of the budget is anticipated in December 2019.

BUDGET IMPACT:

As this is a discussion item, there is no budget impact at this time.

ALTERNATIVES:

1. Review priorities related to the Parks and Nature Sanctuary divisions.
2. Provide direction to staff related to the priorities.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends the CLARB provide direction to staff related to the priorities in the Parks and Nature Sanctuary.

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary.

ATTACHMENTS:

1. Parks Master Plan – Project Priorities
2. Parks Long-Range CIP

2018-19 Community Land and Recreation Board Priorities

High Importance

1. Trail Connectivity
 - a. Completion of the Riverfront Trail
 - b. Continuation of the Loop Trail (continuing west from Platte Landing Park and then north on to Brush Creek Trail)
 - c. Continuous trail from Highway 45 to downtown Parkville.
 - d. Increased Neighborhood trails for better connectivity to local parks
2. Ball Fields
 - a. Completion of the baseball complex and six multipurpose fields located in Platte Landing Park along with the associated parking needs.
3. Upgrade and maintenance of smaller neighborhood parks and trails
 - a. Adams and Watkins parks. Ensuring that resources brought in are not just funneled toward English Landing and Platte Landing parks, but also applied to smaller areas that have a more direct impact on community members in the area.
 - b. Pocket Park – safety and maintenance upgrades
4. Parking to accommodate a larger amount of people in the parks
5. Create a stand-alone Parks Department
 - a. Parks Director, possibly additional labor staff according to the Master Plan

Medium Importance

6. Extension of McAfee Road further into English Landing Park with additional parking in the area. Keep Busch drive as a pedestrian walkway to continue its use for events and festivals.
7. An additional playground in the ball park area.
8. Picnic areas near Sullivan Nature Sanctuary to accommodate for ball park users.
9. Entry Gateway on Main Street just South of the Railroad tracks. To be done after the completion of the main upgrades to the park.
10. Parking stalls with a view of the river in Platte Landing Park for more access to the trail.

Low Importance

11. Pedestrian Bridge over White Alloe Creek once additional parking is installed for easier access to English Landing Park.
12. River and creek bank stabilization and beautification
13. Farmers Market Refurbishment or Relocation.
14. Purchase work order software system for easier communication for the park's needs.
15. Stage to be used for future events in the large plaza area.
16. Canoe lockers for visitors traveling down the river to use for a stopping point.

Priority	Division	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	BUDGET IMPACT					
								2020	2021	2022	2023	2024	Future
1	Parks	Project	New	Baseball Fields	Construct new practice fields in Platte Landing Park	100% General Fund	\$ 600,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		
2	Parks	Project	New	Pickleball Courts	Convert the existing basketball court into a multi-use surface, include pavement marking	100% General Fund	\$ 20,000	\$ 20,000					
3	Parks	Project	New	Roundabout Makeover	Improve the appearance of the landscape island located at the end of Busch Drive in English Landing Park.	100% General Fund	\$ 80,000	\$ 80,000					
4	Parks	Project	Maintenance	Street Maintenance	Overlay the existing streets (McAfee and Busch) in English Landing Park.	100% General Fund	\$ 150,000	\$ 150,000					
5	Parks	Project	New	Dog Park Shade Structure	Construct a shade structure at the entrance of the two dog parks in Platte Landing Park.	50% Outreach Grant 50% Donations	\$ 40,000	\$ 40,000					
6	Parks	Multi-year Project	New	Alloe Creek/English Landing Park Flood Berm (Stream bank upgrade)	Multi-year project to construct the White Alloe Creek flood berm in phases. Will involve flat rock creek banks between railroad tracks and Alloe crossing.	100% General Fund	\$ 150,000		\$ 150,000				
7	Parks	Equipment	Replacement	ELP Playground Upgrade	Upgrade the existing playground areas in English Landing Park	50% Outreach Grant 50% Donations	50000		\$ 50,000				
8	Parks	Equipment	Replacement	JD 6-Series Tractor with Turf Tires	Replacement for aging (30+ years) tractor in fleet used primarily to mow riverfront parks. Can also handle a boom mower (shared with Streets) for mowing medians and riverbank.	100% General Fund	\$ 25,000		\$ 25,000				
9	Parks	Project	Maintenance	Parking Lot Improvements	Overlay the existing City parking lot	100% General Fund	\$ 50,000		\$ 50,000				
10	Parks	Equipment	New	Ballfield Drag	Replace the existing a 3-wheel drag for ballfield maintenance.	100% General Fund	\$ 10,000		\$ 10,000				
11	Parks	Project	Maintenance	Waddell Bridge	Paint A-frame bridge in English Landing Park	100% General Fund			\$ 30,000				
Future	Nature Sanctuary	Project	New	Additional Access Points	Provide additional access points to the Nature Sanctuary from Park University / Riss Lake. This includes improvements to parking areas and signage.	80% General Fund; 20% Nature Sanctuary Fund	\$ 80,000						\$ 80,000
Future	Parks	Project	New	Farmers Market	Construct new Farmers Market building	100% General Fund	\$ 250,000						\$ 250,000
Future	Parks	Project	New	Trail Lighting - Platte Landing Park	Install solar lighting along the loop trail in Platte Landing Park.	100% General Fund	\$ 100,000						\$ 100,000
Future	Parks	Maintenance	New	Southern Platte Pass Trail Maintenance	The City is responsible for maintenance of the multi-modal trail along Route 45 that is beginning to show wear. Funds need to be budgeted for periodic routine maintenance. The need will grow with the completion of Route 45 - Phase C.	100% Transportation Fund	\$ 50,000						\$ 50,000
Future	Parks HQ	Project	Replacement	Asphalt Pavement, Total Replacement	650 square yards of parking areas and access drives	100% General Fund	\$ 25,000						\$ 25,000
Totals							\$ 1,680,000	\$ 440,000	\$ 465,000	\$ 150,000	\$ 150,000	\$ -	\$ 505,000



CITY OF PARKVILLE Memorandum

Date: August 7, 2019

To: Community Land and Recreation Board Members

From: Alysen Abel, Public Works Director

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

RE: July 2019 Parks Activity Report

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

- Flood Restoration – Staff continues to perform restoration to the park following the 2019 floods.
 - PLP restroom was cleaned and vault was vacuumed.
 - ELP restroom was cleaned.
 - Power was restored to the Main Street breakers and outlets were replaced.
 - Flood debris was removed from Grigsby Field and the weeds were removed from the batting cage.
 - Trail work and tree removal on the South Twin Trail in Sullivan Nature Sanctuary.
 - A cottonwood tree fell on McKeon Stage causing damage to the roof. The damage is currently being assessed by the City's insurance company.
 - PLP tree debris removal.
 - Removed fallen trees in ELP. Trunks were cut to manageable lengths and removed.
 - Met with FEMA personnel to discuss necessary paperwork following the disaster declaration in order to receive reimbursements.
 - Met with MPR and insurance agent to review the condition of the park to determine what areas will be covered by insurance.
 - Trails were bladed with tractor to gain maintenance access.
 - Three trees were removed from Rush Creek.
- Event Preparation – Staff provided assisted with the traffic control for the July 4th Parade.
- Route 9 Cleanup – Following the tree/brush removal along Hwy 9 along the frontage of the park, staff assisted with clearing the right-of-way.
- South Platte Pass – Staff assisted with the tree removal following the wind storm.

- Spirit Fountain – The fountain was drained, cleaned and refilled.
- Sewer Leak – There was another sewer leak on the forcemain by Grigsby Field. The leak was repaired a few hours after discovering the issue. The sewer staff is currently looking into long-term solutions to prevent future issues. The parks staff assisted with the trail repair following the repair of the sewer leak.
- Burn Pit – The burn pit was re-excavated for future use.
- Vikings Field – Drainage improvements were made to the east end. Power de-energized to raise electrical panel.
- Parks Storage Building – The perimeter fence was installed around the Parks Storage Building.
- PAC Maintenance – Staff performed a field visit of the Parkville Athletic Complex and assessed areas for maintenance.
- BNSF Trail – Staff met with Platte County and Riverside to discuss the railroad easement in ELP.
- Parks Maintenance – Staff resumed mowing and weedeating in park areas, including small parks, South Platte Pass, Hwy 45 right-of-way, ELP and PLP.
- Farmers Market – Following the damage to an overhead power line by a local contractor, the overhead service was replaced and power was restored.

Parkville Nature Sanctuary

Feedback from **Nature Camp** parents/campers and volunteers was compiled and emailed to volunteers for their review. Many comments were given, and some may be implemented that would improve future offerings. The Peace Garden created by the 2019 campers continues to be watered 2-3 times per week, with grass seed reclaiming the pumpkin patch rows being watered as well.

The **Friends of Parkville Nature Sanctuary (FOPNS)** held an early morning bird walk and followed up with a meeting at the Parkville Coffeehouse. Agenda items included the photo contest, the September 14 BioBlitz and sponsoring a Memorial Tree Grove at the Sanctuary. The first memorial tree was planted in June and the bronze plaque is on order. Expanding opportunities for additional memorial plantings is under review. The Friends are currently sponsoring their first photo exhibit, showcasing entries from the monthly photo contest. A reception at the Discovery Center on July 2 kicked off the event that runs through August 16. Development of three interpretive panels is progressing with text writing, graphics, and edits.

Two citations for having a **dog in the Sanctuary** were issued by the Parkville Police. Additionally, a participant in a yoga program arrived with a small dog. Discussions were held with the instructor to identify steps that might be taken to avoid this in the future. The "Why No Dogs" flyer that is posted on all entrance kiosks (4) was updated to include the non-emergency phone number of the police, and an invitation for any hiker to call that number when they see a dog in the Sanctuary.

An **Eagle Scout project** to rock portions of the White Tail Trail is in progress. The paperwork to present to the July roundtable has all signatures and information needed to seek approval. If granted, the project will likely be carried out in September.

The **Sullivan Nature Sanctuary** has emerged from the second round of flooding. A Work Authorization for dangerous tree removal has been on hold; now a second walk-through will be held to see how the recent flood might have changed the scope of work to be performed. After the tree work is completed, volunteers will address the wood chipping of trails and last year's newly planted trees.

A slim agenda canceled the **July PNS Volunteer Meeting**. Information on the August 10 Work Day and the September BioBlitz was forwarded to volunteers by email.

In their 'Family Faves' readers' poll, **KC Parent Magazine** named the Parkville Nature Sanctuary a 2019 winner in the Best Kept Secret category. A certificate was presented and is on display in the mail room of City Hall.

General summer maintenance continues: Mow / haul trash / weed & water gardens, new plantings & nursery / trail maintenance /

Volunteer Hours (PNS & FOPNS) July events: garden watering and weeding; photo exhibit prep; trail maintenance; meetings.

MONTH	VOLUNTEER HOURS	YTD VOLUNTEER HOURS
JANUARY	35	35
FEBRUARY	19	54
MARCH	82	136
APRIL	76	212
MAY	108	320
JUNE	173	493
JULY	61	554

PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JULY 2019

Parks Storage Building – At the end of 2018, the building was constructed. The garage doors were installed in April. The perimeter fence was installed. The contracts for the electrical service and concrete floor have been approved, the remaining work will be completed after the Missouri River recedes.

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. The City received additional time extension for the grant from FEMA, until mid-October. The contractor remobilized in late July and will start construction in the bridge in August.

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 review the condition of the wetland area after the flood. The wetland plans were updated to reduce the project costs. The changes include reduced areas of native plantings in the outfields of the future ballfields, use of a portable pump in lieu of a permanent pump, and reduced contractor maintenance period for the native plantings. The changes will be included in the revised plans that will be released for bid again. The construction is anticipated to start later this year.

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. This project will begin following the restoration of the dog park.

STATUS – IN PROGRESS.