



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#18-7) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 8th, 2018 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 July 11th, 2018, regular meeting.

3. ACTION AGENDA

- A. Approval of the Maintenance and Use Agreement with Engaged Holdings.

4. NON-ACTION AGENDA

5. STAFF UPDATES ON ACTIVITIES

- A. July Nature Sanctuary Report
B. June and July Parks Report
C. Public Works Project Update

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#18-6)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 11, 2018 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
Bill Gresham – Arrived at 6:10 p.m.
Neil Davidson
Bob Stuteville
Laura Ozenberger
Linda Arnold
Michelle Flamm

Liaison, Alderman Marc Sportsman

Absent with prior notice:

Steven Sturgess
Susan Robb

A quorum of the Board was present.

Anna Mitchell, Assistant to the City Administrator, Alderman Greg Plumb, and Bonnie Buckmaster, Public Works Assistant were present on behalf of the City.

2. CONSENT AGENDA

A. Approve the minutes for the June 13, 2018, Regular Meeting.

NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE JUNE 13, 2018, REGULAR MEETING. LAURA OZENBERGER SECONDED; MOTION PASSED 6-0.

3. ACTION AGENDA

A. Approval of the Veterans Memorial Designs and Concept for English Landing Park.

Anna Mitchell, Assistant to the City Administrator, gave a background of the Veterans Memorial and introduced Jack Shafferman, representing the Veterans Committee, to discuss the plan moving forward with engineering.

Shafferman presented the proposed design of the Veterans Memorial, included in the CLARB Packet. The process includes approval from CLARB, the bidding process for architecture, design and geotechnical survey. Shafferman further explained the non-profit fundraising to be funneled through the City with the three organizations: American Legion, VFW, and Patriot Outreach.

Discussions included the maintenance plan, CLARB recommended the City outline the expectations in the Memorandum of Understanding. The overflow of the fundraising will go into

a maintenance fund which would include the funds from ongoing brick sales. The fundraising goal is \$500,000 in hopes to put \$150,000-\$200,000 in a maintenance fund. Further discussion of City Staff to maintain the area with concern of enough staff to keep up the area. Mitchell stated that the American Legion, VFW and the Patriot Outreach are willing to volunteer their time to help with maintenance and also in the event of any type of disaster. The water fee from the sprinklers will also be covered by the maintenance fund. Bill Gresham recommended an environmental evaluation be included in the survey.

The ceremonial groundbreaking of the Veterans Memorial will be held on September 15, 2018 to kick off the fundraising efforts, which will coincide with the Centennial anniversary of the end of WWI and Park University Homecoming with the opening of the time capsule. Construction is scheduled within a year from the approval of the final plans. Ballfield #1 will be available for use until construction begins.

LAURA OZENBERGER MOVED TO APPROVE THE CONCEPT OF THE VETERANS MEMORIAL TO BE LOCATED IN ENGLISH LANDING PARK, MICHELLE FLAMM SECONDED; MOTION PASSED 7-0.

B. Naming of the newest shelter located in Platte Landing Park.

Anna Mitchell, Assistant to the City Administrator presented the proposed names from the public survey and voting contest to name the new Platte Landing Park Shelter. The six names that were submitted were:

- River's Edge
- Riverview
- Water's Edge
- Park Place
- Det. Brad Lancaster
- Friends of Parkville Parks

The Board felt that the shelter should be named after Friends of Parkville Parks which donated the funds for the shelter, and should be recognized for their generosity.

CLARB suggested that there be a dedication ceremony to recognize Friends of Parkville Parks and to include the information in the City newsletter and have a press release.

NEIL DAVIDSON MOVED TO APPROVE THE NEW NAME OF THE SHELTER LOCATED IN PLATTE LANDING PARK AS THE "FRIENDS OF PARKVILLE PARKS SHELTER", UPDATING MUNICIPAL CODE SECTION 140.350, AND RECOMMENDING APPROVAL TO THE BOARD OF ALDERMEN, BILL GRESHAM SECONDED; ADAM ZINK RECUSED HIMSELF; MOTION PASSED 6-0.

4. NON-ACTION AGENDA

A. Parks Budgeting Priority Discussion

At the end of August, the Board of Aldermen will be going into a Strategic Goal Setting session for the 2019 year. During this session, the Board will be discussing core values of the city, success factors, budgeting strategies, as well as how we will be moving forward through the next year. Staff is asking that CLARB produce a list of priorities to inform budgeting in the upcoming fiscal year.

Chair, Adam Zink, wanted to recognize the City for the great growth and improvements in the past three years and suggested that the park be sharpened up, and upgrade the existing playground to be safe and operable. Discussion of the English Landing Stream Bank upgrade to be moved to 2019 and possibly push back the ballfield drag. CLARB supported the need to increase staff for the parks department with the additional maintenance needs for the trails, dog parks, and Platte Landing Park. There was also discussion of possible outreach grant requests for a shade structure for the Dog Park, and additional playground equipment.

THIS IS A NON-ACTION ITEM, NO VOTE IS REQUIRED.

5. STAFF UPDATES ON ACTIVITIES

- A. May and June Nature Sanctuary Report – Check out the YouTube video of Joe Ryan and a local newscaster touring the Nature Sanctuary.
- B. Public Works Project Update – Included in the CLARB Packet.
- C. Trail update – Permit papers are in BNSF hands – once released Mitchell will update.
- D. Wetland project –The 95 % design is under review. The City was notified that funding for the construction phase has been delayed. Staff met with local non-profits willing to advocate for the City.
- E. Lacrosse Field – Park Girls Lacrosse has raised \$15,000 to date and is not interested in the proposed location in PLP, however, are interested in the Vikings field. City is in negotiations.

6. MISCELLANEOUS ITEMS FROM THE BOARD

- A. CLARB expressed concern over the traffic and parking along 9 Hwy during the 4th of July evening activities. Mitchell stated she would speak to Chief Kevin Chrisman regarding future safety measures.
- B. Parking Concerns – Chairman Adam Zink invited English Landing Center property owner, Tom Hutsler, who arrived at 6:45 p.m., to express concerns of the parking for the Veterans Memorial. Hutsler stated that the CID is concerned about the parks master plan taking away parking spaces and adding green spaces. Mitchell said that adding parking could be an amendment in park master plan.

7. ADJOURN

**LAURA OZENBERGER MOVED TO ADJOURN AT 7:13 P.M.
MICHELLE FLAMM SECONDED; MOTION PASSED 7-0.**

The minutes for July 11, 2018, having been read and considered by the Community Land and Recreation Board, were approved on this the 8th day of August 2018.

Bonnie Buckmaster
Public Works Assistant

Approval date

CITY OF PARKVILLE **Policy Report**

Date: Monday, August 13th, 2018

Prepared By:
Anna Mitchell
Assistant to the City Administrator

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Approval of a Maintenance and Use Agreement with Engaged Athletics for the use of the baseball fields located in English Landing Park.

BACKGROUND:

This spring, the City was approached by Engaged Athletics to enter into some kind of partnership where Engaged would be able to use our baseball fields while they contributed to the fields to increase the quality. Through multiple conversations with administration as well as Parks staff, Engaged has committed to do 2 or more of the large maintenance items listed within the attached agreement to then be able to have first rights of use to the baseball fields.

The agreement lists that they would have the reservation of two fields for three nights of the week. This would still have the availability for other teams to continue their use of the fields throughout the week. Throughout our conversations, Engaged was informed of our future ballfields and would love to continue to partner with the City as we increase available services to the community through multiple ball fields.

Multiple changes have been done to the agreement since the last packet. Changes are as follows:

1. Section 1: Changed the wording to make clear that the City is the entity that gives notice of the renewal of the agreement.
2. Section 10: Added the list of upgrades provided by Engaged to Section 10 "Major Alterations". Attached is Engaged Power point to show what they are planning. They are estimating that the upgrades they have planned are around \$10,000 -\$15,000.
3. Section 10: Added the verbiage "per term year" to ensure that the contract maintains that 2 major alterations be done for each year that the agreement is continued.
4. Dates in section 16 and 17. New date is half way through the proposed agreement.
5. Section 11, 16, 17. Reimbursement in the case of contract termination – In this draft, reimbursement would be the amount of regular reservation fees used under the contract at the time of termination. This way we would be able to get a full refund for the time used if no major alterations were made. Another option to discuss is to require the reimbursement of the entire season.
6. Section 15: wording now states that the contract may not be assigned to any other party without the written consent of the City.

Several questions have been proposed regarding the agreement as well. Questions to be discussed during the meeting include:

1. Section 8: Signage was asked to be part of the agreement to show who the company is that is making improvements and maintaining the fields. Questions regarding setting this standard were brought forward.
2. Section 10: Should an improvement schedule be provided along with associated dates of completion be included as part of the agreement?

ITEM 3A

*For 08-15-2018 Meeting
Community Land and Recreation Board*

3. Have we entered into similar agreements before that have both Spring and Fall seasons?
Yes, the previous contract that we had with a baseball management team included both seasons.

BUDGET IMPACT:

Maintenance performed by Engaged Athletics would decrease the amount of attention needed from Parks Staff. There is no monetary impact, but more labor hours would be available for other projects and parks maintenance.

ALTERNATIVES:

1. Recommend the approval of the Maintenance and Use Agreement to the Board of Aldermen.
2. Do not recommend the approval of the Maintenance and Use Agreement to the Board of Aldermen.
3. Recommend the approval of the Maintenance and Use Agreement to the Board of Aldermen with modifications proposed by CLARB.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board recommends the approval of the Maintenance and Use Agreement with Engaged Holdings to the Board of Aldermen.

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 approve the Maintenance and Use Agreement with Engaged Holdings.

ATTACHMENTS:

1. Maintenance and Use Agreement
2. Power Point Presentation Slides

FIELD MAINTENANCE AND USE AGREEMENT

This Use Agreement is made and entered into this ___ day of _____ 2018 by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called “the City,” and Engaged Holdings, a youth sports organization, hereinafter called “Engaged Athletics.”

WHEREAS, The City owns the three baseball fields generally located in English Landing Park south of McAfee Street and east of Main Street in Parkville, Platte County, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3. The locations are further described in Exhibit A, attached hereto and incorporated by reference, hereinafter “the Premises”; and,

WHEREAS, The City desires to allow Engaged Athletics to use the Premises for youth recreational baseball practice and the latter desires to use the same with permission from the City in accordance with the following terms; and,

WHEREAS, this Agreement replaces any and all pre-existing arrangements, verbal or written, between the City and the Engaged Athletics related to the use of the Premises.

NOW THEREFORE, The City agrees to allow the Engaged Athletics to use the Premises, as follows:

1. Term and Termination.

- a. The term of this Agreement shall be one (1) year from the effective date of this agreement and it may be renewed by the City for two additional one year terms upon written notice by at least 30 days prior to expiration of the then current term.
- b. The effective date of this Agreement shall be the date of execution, when the Agreement is signed by both parties.

2. Grant of Use. Engaged Athletics shall be scheduled to use the Premises or a portion of the Premises for baseball practice during the hours of 6 p.m. to 8 p.m. on Ball Field #1 on Tuesdays; Grigsby Field on Wednesdays and Thursdays; and Ball Field #3 on Tuesdays, Wednesdays, and Thursdays from April 1 through June 30 and from August 1 through October 31. If at any time during this period Engaged Athletics declares they are not using the Premises, the City may grant the use of the Premises to other users. Black-out dates will be discussed with City Staff prior to establishing reservation times.

3. User Fee. Engaged Athletics shall not be obligated to pay any user fee to the City, except in the circumstances outlined Section 10, Section 15, and Section 16 of this agreement. The consideration to the City for entering into this Agreement is the benefits derived by the citizens of the City of Parkville, Missouri, from the ongoing maintenance and installation of two (2) or more Major Alterations of the Premises. Engaged Athletics agrees to provide youth baseball programs through the term of this Agreement.

4. Other Uses. The City reserves the right to use any portion of the Premises for other uses, in its sole discretion, during any time when the Premises are not reserved for the use by Engaged Athletics.

5. Utilities. Engaged Athletics shall have no access or right to use utilities to the Premises including, but not limited to, water, sewer, electricity, gas, and trash. It is understood that municipal parking stalls adjacent to and near the Premises are available for non-exclusive use by Engaged Athletics patrons and are also available for use by the general public.

6. Insurance. Engaged Athletics shall keep in force, at Engaged Athletics’ expense, as long as this Agreement shall remain in effect, Commercial General Liability Insurance in a responsible company, authorized to do business in the State of Missouri, with respect to the Premises with coverage in a

minimum amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Engaged Athletics shall secure the endorsement in the name of the City as an additional insured, on such liability insurance policy, without additional expense to the City. Engaged Athletics will provide a copy of such certificate of liability insurance to the City and shall notify the City if such insurance is threatened to be canceled or expired subject to a Notice of Cancellation Form provided by the Insurer.

Engaged Athletics will indemnify the City and save the City harmless from and against any and all claims, action damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by Engaged Athletics, provided, however, Engaged Athletics will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of the Engaged Athletics to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.

7. **Maintenance and Repairs.** During its use of the Premises, Engaged Athletics shall be responsible for maintenance of the Premises, excluding regular mowing, in a manner that is safe and presentable for program participants. Engaged Athletics shall complete a series of maintenance projects on a weekly and monthly basis to the Premises outlined below:
 - a. Weekly Basis: General turf and field maintenance including but not limited to edging, weeding, warning track repair, field dragging/leveling, any mowing that is additional to what City Staff has regularly scheduled, and repair of any Major Alterations added by Engaged Athletics.
 - b. Monthly Basis: Pitching mound repair on Grigsby Field and backstop netting safety repair on Grigsby Field.

The City is responsible for mowing the Premises on a regular basis, consistent with mowing practices for other areas of English Landing Park throughout the year. The field and field turf will be in a substantially similar or better condition at the termination of the agreement as at the beginning of the agreement. Engaged Athletics will not use the Premises during extremely wet conditions or other times that may lead to damage of the field and field turf, which is subject to the professional opinion of the Parks Superintendent. Engaged Athletics is responsible for any major repairs to the field and field turf caused by its use of the Premises.

8. **Signage.** Engaged Athletics is able to post one sign on the ballfield fencing that is no larger than six (6) square feet in size per Section 409.040 of the Parkville Development Code for the purpose of showing the entity of which that is making repairs and regular maintenance to the field.
9. **Entry Upon the Premises.** Engaged Athletics agrees to permit the City, or its authorized agents, to enter the Premises at all times for the purpose of inspecting to ensure compliance with the terms of this Agreement.
10. **Major Alterations by Engaged Athletics.** During its use of the Premises, Engaged Athletics agrees to complete two (2) or more of the following Major Alterations to Grigsby Field at no cost to the City per term year. The Major Alteration/s will be decided by mutual consent of Engaged Athletics and the City.
 - a. Right and left field dugout windscreen installation on Grigsby Field.
 - b. Mound rebuild and repairs.
 - c. Batting cage concrete and turf installation
 - d. Bullpen concrete mounds and turf installation.
 - e. Removal and replacement of the infield surface material.

- f. Repair of the electronic scoreboard.
- g. Repair and extension of netting directly behind home plate.
- h. Dugout improvements.
- i. Clean up the field edges and playing surface.
- j. Purchase of maintenance equipment.

Prior to proceeding with any of the above Major Alterations, Engaged Athletics must meet with the City and provide a detailed written plan (Major Alteration plan) of how it will accomplish one of the Major Alterations listed above. The City must approve a Major Alteration plan provided by Engaged Athletics prior to a Major Alteration being added or fabricated. When a Major Alteration is completed it will be inspected by the City and upon satisfactory inspection it will be deemed complete. When a Major Alteration is deemed complete by the City it will be considered donated in its entirety to the citizens of Parkville to be hereafter owned by the City of Parkville and managed on behalf of the citizens by the City of Parkville. Following acceptance of a Major Alteration, the City may treat the project as it would any other City property similar in nature. The City reserves the right to move/remove and/or retire said donation. No other alterations or structural improvements shall be made by Engaged Athletics to the Premises during the term hereof without the prior written consent of the City.

11. **Major Alterations not installed by Engaged Athletics.** If the installation of two (2) Major Alterations per year do not take place during the contract term, Engaged Athletics will reimburse the City for the use of the Premises in the amount of fees corresponding with the reservations used while under this agreement.
12. **Other Considerations.** If Engaged Athletics uses adult or youth volunteers to conduct maintenance and repair operations or complete Major Alterations, it must submit to the City a completed and signed Volunteer Waiver for each volunteer participant prior to the work taking place. An example of the Volunteer Waiver can be found in Exhibit B.
13. **Compliance with Law.** Engaged Athletics must comply with all applicable local, state, and federal laws with regard to programming and operations. Failure to comply with applicable laws is considered a breach of this agreement.
14. **Reporting.** Each year on or before December 1, the Engaged Athletics shall provide a written report to the City of its activities for the prior season which ended October 31. The report shall include information that is pertinent to summarizing the use, maintenance/repair, and Major Alterations related to the Premises.
15. **Successors and Assigns.** This agreement shall not be assigned to any party without the prior written approval of the City. Any such assignment of the agreement shall extend to and be binding upon the successors and assigns of the parties hereto.
16. **Termination for Cause.** If either party fails to fulfill the terms of this Agreement, the other party may provide thirty (30) days written notice to the offending party that outlines the specific issues of default. If the default is not cured within fifteen (15) days, the Agreement will terminate. If Engaged Athletics fails to fulfill the terms of this Agreement and it is terminated for cause before January 31st of the corresponding contract year, Engaged Athletics must complete (1) Major Alterations or reimburse the City for the use of the Premises in the amount equal to reservations used up to that point. If Engaged Athletics fails to fulfill the terms of this Agreement and it is terminated for cause after January 31st of the corresponding contract year, it must complete (2) Major Alterations or reimburse the City for the

use of the Premises in the amount equal to reservations used up to that point. Amount of reservations will be calculated according to this agreement and not according to the actual use.

17. Termination for Convenience. Either party may at any time and for any reason terminate the agreement upon sixty (60) days written notice to the other party. If Engaged Athletics proposes the termination before January 31st of the corresponding contract year, it must complete (1) Major Alterations or reimburse the City for the use of the Premises in the amount equal to reservations used up to that point. If Engaged Athletics proposes the termination after January 31st of the corresponding contract year, it must complete (2) Major Alterations or reimburse the City for the use of the Premises in the amount equal to reservations used up to that point. In the event of significant flood, natural disaster or other damage that renders the Premises unusable, this agreement will immediately terminate, and all parties will be deemed whole.

18. Notice. Written notice regarding this agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail, or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

City of Parkville
Attn: City Administrator
8880 Clark Ave.
Parkville, MO 64152

To Engaged Athletics:

Engaged Holdings
Attn: Chad Earwood
10812 NW Highway 45
Parkville, MO 64152

19. Entire Agreement. This document constitutes the entire agreement between the Engaged Athletics and the City. This Agreement cannot be modified except in writing and must be signed by all parties. Neither Engaged Athletics nor the City has made any promises or representations, other than those set forth in this Agreement and those implied by law.

In witness whereof of the parties have set their hands this ____ day of _____, 2018.

Engaged Athletics

The City of Parkville, Missouri

By _____

By: Nannette K Johnston, Mayor

ATTEST

By: Melissa McChesney, City Clerk

EXHIBIT A
Premises

That portion of parcel number 20-7.0-35-400-006-002.000, generally located south of McAfee Street and east of Main Street in Parkville, Platte County, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3 are identified by orange stars in the image below.



Parkville Nature Sanctuary

Stream Team #907 conducted water quality testing on Saturday, July 7. We had a few added volunteers from the usual cast, including a woman interested in starting a Stream Team with her church in Jackson County. We ran chemistry tests for dissolved oxygen, nitrates, pH and conductivity. Stream discharge was calculated, and macroinvertebrates were collected. Our stream continues to be in good shape.

Trailhead Garden was established this month with the help of volunteers. Native plants were purchased from Missouri Wildflowers Nursery in April, but other projects pushed this planting back. The area beyond the picnic tables at 12th Street had been set up for plantings years ago, but work was piecemeal and undefined. Our new welcome and trails map sign is going into this area, and it needed attention. Plants (wild hydrangea, blue star, prairie red root, prairie drop seed, and butterfly weed) were selected for attractiveness, deer resistance, and being butterfly & pollinator attractors. Watering will continue through the season to get things established.

Spent more time than usual at the Sullivan NS this month. In addition to the twice weekly watering of the new trees, the earth rings around each trunk were improved and mulched. The carnival campers parked along the northern boundary were discharging gray water into the Sanctuary. This was discovered by Kevin Blair, and addressed by Parkville police, and Main Street Merchants Association. Discussions are taking place to find an alternative for the next carnival that comes to town during Parkville Days. A sewer line near the trailhead to the South Twin Trail began to leak and sent black water up through the ground along the trail. This portion of the trail was closed and repairs were made. Finally, discussions continue to identify ways to mark and establish a physical boundary along the north boundary of Sullivan. A combination of utility poles (135 ft. available at PNS) and rock boulders might be our best early choice.

Nine additional engraved bricks, used as border to the Bob Fluchel Memorial Garden, were sold by the Friends of Parkville Nature Sanctuary (FOPNS). Once delivered, they were added to the garden. The new sign for the garden was displayed at the July FOPNS meeting as final edits were being made. The meeting also included discussions on a calendar fund raiser, possible newsletter, and email listings.

Regular trail maintenance, mowing, and weeding the butterfly garden continues along with several watering projects. Sullivan trees, Trailhead Garden, pumpkin patch, butterfly garden, and the nursery were taking many hours each week to water, especially with the scarcity of rain. To create some relief, we have eliminated the pumpkin patch from our rounds. The harvest last year was modest, and although we made some adjustments this year for a greater harvest, it was the easiest project to drop.

Volunteer Hours (PNS & FOPNS) assisting the Sanctuary in the following areas: Establishing the Trailhead Garden, watering & mulching Sullivan NS trees, Tending & watering nursery plants.

Table with 3 columns: MONTH, VOLUNTEER HOURS, YTD VOLUNTEER HOURS. Rows include JANUARY through JULY.

Platte County Health Center contributed three signs that warn hikers of the health risks of ticks. I mounted them on our kiosks to give exposure to the message.



CITY OF PARKVILLE Memorandum

Date: July 12, 2018

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: June 2018 Parks Activity Report

The following Parks-related activities took place during June 2018:

- Spirit Fountain Maintenance – The Spirit Fountain was drained, cleaned and refilled.
- Event Assistance – The parks staff work behind the scenes to assist with several events in the park and downtown.
 - Cruise Nights was held on Saturday, June 2nd. Staff assisted with the installation and removal of traffic control signs and cones for the parking lot closures.
 - The 4th of July Carnival was held Friday, June 29th thru Wednesday, July 4th. Staff assisted with the installation and removal of traffic control signs and cones for the carnival set up and parking lot closures.
- Riverfront Maintenance – Tree pruning was done to the trees located along the riverfront of Platte Landing Park. The weeds were cut along the riverbank.
- Tree Maintenance – The ornamental trees were sprayed for Japanese Beetles. The Pin Oaks were treated for Iron Chlorosis.
- Farmers Market Maintenance – Staff installed chains between the bays in the Farmers Market area.
- Volleyball Court Upgrade – Staff met with Game Time and Park University representatives to discuss the modifications to the sand volleyball courts.
- Parks Storage Building – Staff met with Wick Buildings representatives to discuss the building requirements for the Parks Storage Building.
- Ballfield Maintenance – Ballfields are drug at least twice weekly.
- Right-of-Way Maintenance – Weeds were sprayed and pulled around the Hwy 45 Roundabout.
- Landscape Maintenance – Staff continues to water the flower pots at City Hall, Entry Sign flowers, and the trees in the parks and parking lot.

- Park Maintenance – Mowing, weed eradication and fertilizers is on-going throughout the City's parks. Regular trash maintenance was performed. Staff maintained the shelter and dog park areas. The dog waste bags were restocked.



CITY OF PARKVILLE Memorandum

Date: July 27, 2018

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: July 2018 Parks Activity Report

The following Parks-related activities took place during July 2018:

- Spirit Fountain Maintenance – The jets in the Spirit Fountain were cleaned.
 - Event Assistance – The parks staff work behind the scenes to assist with several events in the park and downtown.
 - The 4th of July Carnival was held Friday, June 29th thru Wednesday, July 4th. Staff assisted with the installation and removal of traffic control signs and cones for the carnival set up and parking lot closures.
 - The 4th of July Parade was held on Wednesday, July 4th. Staff worked the day of the parade assisting with the traffic control prior to, during and after the parade.
 - Final Fridays was held on Friday, July 27th. Staff assisted with the installation and removal of traffic control signs and cones for the parking lot closures.
 - Tree removals – Several trees were removed in English Landing Park. The trees removals were by the East Shelter, the Old Boat Ramp, and the Steamboat Arabia Marker.
 - Weed Removal – Weeds were eradicated by the A-Truss Bridge and the Old Boat Ramp.
 - Large Cottonwood Tree – On July 4th, there was a fire reported in the large cottonwood tree on the east end of the park.
 - Main Street Tree Maintenance – The bushes were trimmed along the one-way split on Main Street to provide improved sign visibility.
 - ELP Restroom Maintenance – New valves were installed on the toilets in the ELP Restroom to help increase the flush volume efficiency.
 - Equipment Maintenance – The EZ Go golf cart clutch was repaired.
 - Trail Maintenance – There was a sewer leak on the forcemain behind Grigsby Field on July 3rd. Following the repair to the sewer line, the parks staff repaired the trail along Rush Creek.
-

- Small Dog Park Trail – The City received an Outreach Grant for the installation of a perimeter trail in the Small Dog Park. The trail was installed in July. The paperwork was sent to Platte County to request a reimbursement.
 - Ballfield Maintenance –Ballfields are drug at least twice weekly.
 - Park Maintenance – Mowing, weed eradication and fertilizers is on-going throughout the City's parks. Regular trash maintenance was performed. Staff maintained the shelter and dog park areas. The dog waste bags were restocked.
-

PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JULY 2018

Friends Field – The City received a grant from the Friends of Parkville Parks (FOPP) for the construction of a new practice field in Platte Landing Park. The area was identified and the City hired a design firm to prepare the plans and specifications. Due to the construction cost, this project was deferred. The current plan is to postpone this project until after the PLP Wetlands Project is completed. *STATUS – POSTPONED.*

Parks Storage Building – A storage facility is necessary for the Parks maintenance operations. The location of the building will be south of the current Parks Headquarters. The Board of Aldermen approved a construction agreement with Wick Buildings for the construction of a 36' x 64' storage building. The building was approved by the Board of Zoning Appeals for a floodplain variance with the condition that additional buoyancy calculations be submitted prior to construction. Staff is currently working with the contractor to perform these calculations. Once the design of the building pad is finalized, the construction can begin. *STATUS – IN PROGRESS.*

ELP Low Water Crossing – The City applied for and received funding from FEMA for their Hazard Mitigation Grant Program in October. On April 3, 2018, the Board of Aldermen approved a professional services agreement with CDM Smith for the design of the low water crossing. A kick-off meeting for the design phase was held in mid-April. At the end of May, CDM Smith submitted the 30% engineering design for the City to review. The 60% plan submittal was completed at the end of June. The final plans are currently being finalized. The construction phase is anticipated to start after Turkey Trot 2018 and be completed prior to Brewfest in April 2019. *STATUS – IN PROGRESS.*

PLP Wetlands – The City signed the Project Partnership Agreement with the US Army Corps of Engineers at the end of 2017. Affinis Corp was selected as the design engineer for the project, with assistance from Vireo. The design team completed the survey and utility investigation. They completed the 65% design submittal earlier this year. The 95% design submittal was also completed, which is currently being reviewed by City / Corps staff members. The City will contract with a third-party consultant on the property appraisal to determine the value of the land, which is the City's local match contribution to the project. Due to limited funding for Corps of Engineers projects, the construction phase of the PLP Wetland Project will be postponed. *STATUS – ON HOLD.*

PLP Land Transfer – The City and County legal counsel reviewed the land transfer agreement. The title company reviewed the transfer documents and scheduled the closing date for late February. The final documents were recorded at the county in May, the transfer is complete. *STATUS – COMPLETED.*

2018 Outreach Grants – Staff received notice of award for two of the three grant applications submitted to Platte County for the Outreach Grant. The two projects selected were the Small Dog Park Trail and the Playground Equipment Upgrade. The fencing for the Parks Storage Building was not approved for funding.

- Small Dog Park Trail – The trail along the perimeter of the Small Dog Park was installed in July. *STATUS – COMPLETED.*
- Playground Equipment Upgrade – The improvements to the playground equipment will occur in late summer/early fall. *STATUS – IN PROGRESS.*

2017 Outreach Grants – Staff submitted the reimbursement request for the 2017 grant projects, PLP Shelter and ELP Restroom. The City received the 2017 grant reimbursement at the end of June.

Boat Ramp Security – Staff is working on an agreement with Park University to use its Wi-Fi system to support the boat ramp cameras. This project is budgeted in the 2018 Capital Improvement Program.

First Come Shelter – In May, Midwest Storm Restoration completed the roof improvements to the southern first come shelter, next to the restroom, from a brown roof to a green roof. This was a change order to MSR's contract for the ELP Restroom. The roof was installed in April. *STATUS – COMPLETED.*