



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#17-135)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, May 10, 2017, 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, Phil Wassmer, Bill Gresham, Neil Davidson, Bob Stuteville, Laura Ozenberger, Linda Arnold, Susan Robb, and Liaison Marc Sportsman. Absent with prior notice was Michelle Flamm. Tim Blakeslee (Assistant to the City Administrator), Alysén Abel, (Public Works Director) and Bonnie Buckmaster (Public Works Assistant) were present for the City. A quorum was present.

2. CONSENT AGENDA

A. Approve the minutes for the April 12, 2017, regular meeting.

Correction of Drones of 55 lbs., delete "or more".

LAURA OZENBERG MOVED TO APPROVE THE MINUTES FROM THE APRIL 12, 2017 REGULAR MEETING. SUSAN ROBB SECONDED; MOTION PASSED WITH NOTED CORRECTION 8-0.

3. NON-ACTION AGENDA

A. Camera Orientation with Curious Eye Productions

Anna Jaffe of Curious Eye Productions presented a handout and gave information on camera and microphone etiquette.

THIS IS A NON-ACTION ITEM NO MOTION IS NECESSARY

B. Park University Park Donation Policy Presentation

City staff asked the Community Land and Recreation Board to provide feedback on the report presented by the Park University Capstone Course in Public Administration regarding a park donation policy.

Tim Blakeslee, Assistant to the City Administrator, introduced Professor Terry Ward of Park University to present the donation policy compiled by the Capstone Class. Professor Ward stated that this was the third time Park University has been involved with the City. Professor Ward teaches one face to face and one online class. Four students were in attendance with Nick Norton presenting their report included in the packet.

Discussions included how donations would be maintained and the time limit of naming rights. Norton commented that the initial donor would have the opportunity to renew the gift and then possibly the City could use the endowment fund to maintain the donation. Other topics discussed were of artwork being only historical, which Norton said that would not have to be the requirement. Norton also stated that the park could host larger events and could have brochures handed out and posted to solicit donations.

CLARB members thanked the professor and the class for their work and presentation. Professor Ward thanked the Board and asked that he be given the final approval information. Blakeslee stated that the next step is that staff will review the comments and will bring it back to CLARB in the next few months to adopt a policy.

THIS IS A NON-ACTION ITEM NO MOTION IS NECESSARY

4. ACTION AGENDA

A. Approval of Missouri American Water Easement in the Sullivan Nature Sanctuary

City staff is asking CLARB to recommend that the Board of Aldermen approve an easement request from Missouri American Water Company (MOAW) for the construction of new water pipelines to their new water treatment plant (10530 NW FF Hwy) through City property in the Sullivan Nature Sanctuary.

Alysen Abel, Public Works Director, along with Joe Ryan, Director of the Nature Sanctuary, presented the background of the Sullivan Nature Sanctuary describing the locations of the easements that are being requested. Ryan recommended conditions to CLARB that MOAW should agree to prior to obtaining the easement.

Ryan stated that met with Dr. Bill Brown, the original land donor, and he is confident that the easement could be granted without an impact. Ryan also said that along the north side, the easement could be a trail coming from downtown toward the riverfront, it could open up that view, to enhance the site, and there would be an opportunity to make a horseshoe type trail to come out on Main Street.

Discussion included a question that was raised from the Conservation Department on wildlife. Abel stated that there are two species of bat in the area, which include the long-eared bat and Indiana bat. There are a couple of exemptions regarding the prohibition on mass tree clearing on April 1, through November 1. The city will make sure that it is within the exemptions as MOAW moves forward. Other discussions included adding the compensation for the value of the trees and monitoring the trees damaged by equipment which may not show for a few years.

Chairman Adam Zink questioned the size of the easement. Abel stated that easements are determined by the pipe size and the depth of the pipe. The easement is for future maintenance if they were a pipe break they would need to over excavate the area in order to get to the pipe. Abel also stated that there is a standard size for easements to go by. Zink stated that MOAW should pay that same amount for the easement that they paid for a prior easement in the Park. He asked staff research this amount and suggested that they payment be made to the Nature Sanctuary.

Jody Carlson of MOAW stated that they will do whatever they can for the community and the park and will work with the City and CLARB on any required conditions.

NEIL DAVIDSON MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE EASEMENT ASSOCIATED WITH THE WATER MAIN ON THE PUBLIC PROPERTY ALONG MAIN STREET WITH CONDITIONS AND AUTHORIZE STAFF TO RECORD THE EASEMENTS WITH PLATTE COUNTY. BOB STUTEVILLE SECONDED; MOTION PASSED 8-0.

B. English Landing Park Restroom Phase II Engineering Approval

Alysen Abel, Public Works Director, gave a background of Phase I interior upgrades and presented the Phase II exterior improvements, which is included in the CLARB packet. The city contacted Davidson Engineering and Architecture in March 2017 to design Phase II. Abel stated

that she had worked with Davidson prior and had a good experience. Neil Davidson stated there is no relation.

Powell Minnis from Davidson Engineering presented details of the upgrades to the restroom. CLARB had a concern of moisture being trapped in the cinder blocks. The roof was discussed as the base bid being new shingles with a standing seam as an alternate. Discussion included the need for air conditioning, which would require a condenser or just having ventilation to circulate the air. CLARB decided that heat is important to keep the restroom open year round. Other discussions included the importance of extending the roof and eaves and possibly putting the HVAC above the ceiling.

The total cost for architecture, structural engineering, and MEP (Mechanical, Electrical & Plumbing) engineering is \$7,500.

The 2017 General Fund Parks Capital Outlay includes the second phase of the restroom renovation with a budget of \$70,000. In March 2017, staff was notified that the City received a \$35,000 Platte County Outreach Grant to support the project which brings the budget to \$105,000. The timeline for work would be completed by the fall. Abel asked CLARB to appoint a member to work with Public Works Director and the architect. The board appointed Phil Wassmer.

NEIL DAVIDSON MOVED TO RECOMMEND THAT THE STAFF PROCEED WITH THE BID DOCUMENTS FOR THE CONSTRUCTION OF THE ENGLISH LANDING PARK RESTROOM PHASE II IMPROVEMENTS WITH ADDED SCOPE AND PHIL WASSMER TO WORK WITH THE ENGINEER, LINDA ARNOLD SECONDED; MOTION PASSED 8-0.

C. Platte County Storm Water Grant Approval

Abel presented the background of the Hazard Mitigation Grant Program (HMGP) application last spring and received notice in the fall that the low water crossing application was recommended by Missouri State Emergency Management Agency (SEMA) for federal funding. Staff is still waiting on the final word from the Federal Emergency Management Agency (FEMA) about the funding. The local match is \$125,000 with Platte County offering \$11,000 to assist with the local match. Staff is reorganizing the funding outline to sign a grant agreement with Platte County for the May 16th Board of Aldermen meeting to submit to the County by May 26th and to be awarded at the Platte County meeting, Monday, June 5.

LAURA OZENBERGER MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN AUTHORIZE THE EXECUTION OF THE PROJECT AGREEMENT FOR THE 2017 PLATTE COUNTY STORMWATER GRANT, PHIL WASSMER SECONDED; MOTION PASSED 7-0. DAVIDSON ABSTAINED.

D. Trim Grant Application Recommendation (Parks)

On July 19, 2016, the Board of Aldermen approved a two-year on-call service agreement with Arbor Masters to assist the City with tree trimming and removal for emergency and routine work.

Staff proposes to utilize 60% of the grant funding to plant trees along the existing features of the park, such as the access drive, parking lot, and dog park areas. The remaining 40% of the grant will be utilized for the continuation of the removal of hazardous trees in English Landing Park. Staff maintains a priority list that catalogs the hazardous trees that need to be trimmed or removed.

Chairman Zink suggested the City contact Redman Farms, Harrisburg, Arkansas who donated a truckload of trees after the flood. Abel stated that staff will look into that but will need to follow the purchasing policy of getting three quotes.

WILLIAM GRESHAM MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN DIRECT STAFF TO PREPARE AND SUBMIT THE TRIM GRANT APPLICATION, LAURA OZENBERGER SECONDED; MOTION PASSED 8-0.

E. Trim Grant Application Recommendation (Nature Sanctuary)

Blakeslee presented the recommendation of the Trim Grant Application in the amount of \$10,000 with the City match of \$2,500 and a 15% bonus for Tree City USA. The city would like to partner with Friends of Parkville Nature Sanctuary to get their feedback for some of the project. This project will be 100% hazardous tree removal in the Nature Sanctuary. Joe Ryan will meet with the City's on-call arborist to go through a list of the hazardous trees to be removed.

Abel noted that this grant will not conflict with the Parks TRIM Grant application.

PHIL WASSMER MOVES TO RECOMMEND THAT THE BOARD OF ALDERMEN DIRECT STAFF TO SUBMIT THE TRIM GRANT REQUEST AS OUTLINED; NEIL DAVIDSON, SECONDED; MOTION PASSED 8-0.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. 2017 Upcoming Event List
 - 5/13 - Project Fitness 5/k
 - 5/20 – Law Enforcement Day noon- 4 pm
 - 6/4 Tour de Cure
 - 6/5 Pioneer Run
- Bill Grigsby event set for June 22, at 5:30 p.m.

Bill Gresham had a request regarding 5/k-10/k races, asking that the City's website contain a list of races and times. Blakeslee noted and will have the website updated.

Update for Brewfest – 2,500 participants, staff evaluated the condition of the area and contracted with Embassy Landscaping to seed 47,000 sq. ft. area. Main Street Park Association submitted a \$1,000 deposit and agreed to pay the damage overage of \$122.00.

B. Public Works

1. Friends of Parkville Parks Shelter – Staff is working on the bid documents.
2. Disc Golf Map – Contracted with Vireo to design an updated map, which will create signage at all tees
3. April Parks Report is in the packet
4. Tree City USA - 27th consecutive year - Arbor day – 4/28/17
5. Public Works has sent out a public notice to residents in the Bluffs for micro surfacing starting in June. City will need to trim back trees to get equipment in. City is giving the

residents an opportunity City to trim themselves. If not, staff will be trimming and will work with an on call arborist, to be completed by June 2nd.

- C. Weather pending starting next week wetland mowing
- D. Spraying Rush Creek – contracted with Greentouch
- E. Stream Bank along White Alloe will be cleaned up this week

6. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Neil Davidson stated that the County has a bicycle ride May 20th the Tour de Platte
- B. National trails day – June 3, 2017
- C. Liaison Marc Sportsman discussed the revenue streams and the Parkville park systems.

7. ADJOURN

**NEIL DAVIDSON MOVED TO ADJOURN AT 7:53 P.M. PHIL WASSMER SECONDED;
MOTION PASSED 8-0.**

The minutes for April 12, 2017, having been read and considered by the Community Land and Recreation Board were approved on this the 10th day of May 2017.


Bonnie Buckmaster
Public Works Assistant

6/14/17
Approval date