



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#21-07) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 11, 2021 6:00 PM
City Hall Board Room

1. CALL TO ORDER

- A. Roll Call

2. CONSENT AGENDA

- A. Approve the minutes for the June 9, 2021, regular meeting

3. ACTION AGENDA

- A. Approve a construction agreement with Mid States Forms for the Busch Drive cul-de-sac improvements (Public Works)
- B. Approve a resolution of support for the MARC Solid Waste Grant Program application to construct a trash enclosure in the City Parking Lot (Administration)
- C. Revise the Events Fee Schedule to include pickleball court rental rates (Administration)

4. DISCUSSION ITEM

- A. Discuss renaming of the Dog Parks in Platte Landing Park
- B. Discuss priorities for the 2022 Parks Capital Improvements Program

5. STAFF UPDATES ON ACTIVITIES

- A. Parks
 - 1. June / July Parks Reports
- B. Nature Sanctuary
 - 1. June / July PNS Reports
- C. Public Works
 - 1. Public Works Project Updates
- D. Administration
 - 1. Upcoming Events
 - 2. Event Guidelines Revision

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#21-6)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, June 9, 2021 6:00 p.m. English Landing Park – East Shelter

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Roll was called by Alysén Abel, Public Works Director.

Members present were:

Absent with prior notice were:

Neil Davidson (Chair)
Adam Zink (Vice Chair)
Laura Ozenberger (Secretary)
Michelle Flamm
Steven Sturgess
Bob Stuteville
Linda Arnold
Shawnda Witterstaetter

Bill Gresham

Alderman Marc Sportsman (Liaison)

A quorum of the Board was present

Alysén Abel, Public Works Director, Jeff Rhodes, Assistant to the City Administrator, Chris Ashley, Project Manager; Tom Barnard, Park Superintendent, and Kristen Bontrager, Nature Sanctuary Director, was present on behalf of the City.

Alysén Abel, Public Works Director, introduced Jeffery Rhodes as the new Assistant to the City Administrator. Before coming to Parkville, Jeffery worked in the City of Eudora, KS. He has over ten years of experience working for the Peace Corps.

2. CONSENT AGENDA

1. Approve the minutes for the May 12, 2021 Regular Meeting

**LAURA OZENBERGER MOVED TO APPROVE THE MINUTES
FOR THE MAY 12, 2021 REGULAR MEETING; MICHELLE
FLAMM SECONDED MOTION PASSED 8-0.**

3. ACTION AGENDA

- A. Approve a purchase order with Fry & Associates for playground equipment in English Landing Park and Watkins Park

Alysén presented the proposed plan for the improvements to the two playgrounds in English Landing Park, as well as Watkins Park. Through the help of the Platte County Outreach Grant, the City will be able to purchase new equipment. Several upgrades will be made to the three areas.

Neil Davidson, CLARB Chair, asked if the quote from Fry & Associates included the KCMO pricing discount. Fry & Associates is the local distributor for Playworld Equipment. They provided a discount to Parkville that is given to all Parks & Rec organizations in the metro area.

ADAM ZINK MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE A PURCHASE ORDER WITH FRY & ASSOCIATES TO PURCHASE PLAYGROUND EQUIPMENT FOR ENGLISH LANDING PARK AND WATKINS PARK IN THE AMOUNT OF \$23,652.80; STEVEN STURGISS SECONDED; MOTION PASSED 8-0

B. Approve the Veterans Memorial temporary sign permit

Greg Plumb, chair of the Veterans Memorial committee, provided information to CLARB about the fundraising efforts. They will be using social media to promote the fundraising efforts. The group will also host a raffle drawing. The Veterans Memorial group would like to install a temporary sign near Ballfield #1 at Main & McAfee to promote the project and the fundraising efforts.

The raffle will include a 1939 Jaguar car, Patrick Mahomes autographed football, throwing the first pitch at a Royals game and cash prizes.

The group has raised funding so far, but need \$20,000 to complete the engineering. It is anticipated that the first phase will be underway next year. There will be tiles and kiosks available at the memorial with history of the veterans w/ QR codes.

Jim McCall presented the two concepts for the proposed sign. CLARB has chosen the sign that they prefer. The group will work directly with Eagle Scout Lawson Schoettlin to design and install the temporary signage. He will work with the sign company to produce the frame and border. The planning is currently underway and the installation will occur next month.

Discussion – It was suggested that the armed forces symbols be included on the flags in the display. It is planned for the sign to be posted for one year. The materials of the sign will last up to 2 years. Need to make sure that the temporary signage does not conflict with Park Entryway Signs.

MICHELLE FLAMM MOVED TO RECOMMEND THAT STAFF APPROVE A SIGN PERMIT FOR THE VETERANS MEMORIAL; LAURA OZENBERGER SECONDED; MOTION PASSED 8-0

4. NON-ACTION AGENDA

A. Quarterly Project Update - Alysen presented the quarterly project update for the Parks projects. Some work has occurred in the first quarter of 2021. It is estimated that the majority of the project progress will occur in the 2nd and 3rd quarters.

B. Watkins Park Update

5. STAFF ACTIVITY REPORTS

A. Parks Included in the CLARB Packet

B. Nature Sanctuary Included in the CLARB Packet

C. Public Works Included in the CLARB Packet

D. Pickleball - The pickleball court was resurfaced by Multicon and the fence tied down after the resurfacing. There were some concerns about the quality of the courts. Staff will retain 10% of the final payment from Multicon until the project is satisfactorily completed. Staff still needs to install the player and spectator benches, as well as the bulletin boards. Staff is currently working on the rules of the court.

Discussion – There was concern about the tree debris on the courts. Tom’s crews have been performing daily maintenance on the courts to get rid of the debris.

E. Mural – Corrie Scobee started work on the mural on the dumpster fence. The background was started on Wednesday. She will finish the mural on Thursday.

F. PLP Ballfields – Staff discussed the plan associated with gathering traffic data around the park for the traffic study for the PLP Ballfields. There will be a two phased approach, with the majority of the traffic study postponed until Park Hill School District and Park University are back in session this fall.

7. MISCELLANEOUS ITEMS FROM THE BOARD

Bike Lanes on Rt 9 – It was requested that the City look at including bike lanes in the future CIP for the striping of bike lanes along Route 9. There are concerns about safety of the bicyclists. It was suggested that the City could work with Riverside on this effort.

PLP Wetlands – The City staff has met with the Corps of Engineers to discuss the current condition of the wetlands. The group is working to develop a plan to improve the wetlands in accordance with the proposed design. Staff has received public comment. We will continue to meet with the Corps until this issue is resolved.

8. ADJOURN

**ADAM ZINK MOTIONED TO ADJOURN AT 7:52 P.M;
MICHELLE FLAMM SECONDED; MOTION PASSED 8-0.**

The minutes for June 9, 2021 having been read and considered by the Community Land and Recreation Board, were approved on this the 14th Day of July, 2021.

Bonnie Buckmaster, Public Works Assistant

Approval date

ITEM 3.A.

For 8/11/2021

Community Land and Recreation Board Meeting

CITY OF PARKVILLE Policy Report

Date: August 8, 2021

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Melissa McChesney, City Clerk

ISSUE:

Approve a construction agreement with Mid States Forms for the Busch Drive cul-de-sac improvements (Public Works)

BACKGROUND:

The 2021 Capital Improvement Program includes funding for the improvements to the landscape island at the end of Busch Drive located in English Landing Park.

The City engaged Embassy Landscape to assist with the landscape design. The conceptual design was reviewed by the Community Land and Recreation Board and includes a central island with a short retaining wall, landscaping and a waterfall. Since that time, Embassy Landscape has finalized the plans associated with the hardscape for the proposed island. Renaissance Infrastructure provided the necessary structural calculations for the concrete footing of the proposed island.

Staff has identified tasks that could be completed by internal staff, while other tasks that need a specialty contractor. The existing landscape island has been removed by the City staff. The hardscape design package was compiled and release for bid in July.

On July 20, 2021, the City received one bid from Sands Construction LLC in the amount of \$68,766. Staff was surprised in the lack of response, although there were over 10 contractors who reviewed and downloaded the plans from the plan room. Furthermore, the bid was over twice the estimated construction cost. Based on feedback from contractors, they saw the number of contractors on the plan holders list and determined that they would not be as competitive as a smaller operation.

Staff presented this item to the Finance Committee and Board of Aldermen. On August 3, the Board of Aldermen directed staff to reject the bid and rebid the project. Staff was directed to obtain sealed bids in compliance with the City's Purchasing Policy. Staff contacted numerous contractors that have performed work for the City or currently have projects underway. On August 4, the City received quotes from two contractors. Mid States Forms was the low bidder, with a bid of \$46,505.90.

BUDGET IMPACT:

The Parks Sales Tax Fund includes \$60,000 for the Busch Drive cul-de-sac improvements.

ALTERNATIVES:

1. Approve a construction agreement with Mid States Forms for the Busch Drive improvements.
2. Provide direction to staff related to the Busch Drive improvements.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends approval of the construction agreement with Mid States Forms for the Busch Drive cul-de-sac improvements.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a construction agreement with Mid States Forms for the Busch Drive cul-de-sac improvements in the amount of \$46,505.90.

ATTACHMENTS:

1. Bid Tabulation
2. Draft Agreement

BID TABULATION

English Landing Park – Busch Drive Cul-de-sac Improvements
Bid Opening Wednesday, August 4m, 2021
10:05 a.m., Public Works Conference Room

Bidder Name	TOTAL
Mid States Forms Smithville, MO	\$46,505.90
MegaKC North KC, MO	\$67,890.00

(*) Recommended Award of Purchase

CITY OF PARKVILLE, MO

**AGREEMENT BETWEEN CITY OF PARKVILLE
AND CONTRACTOR**

**FOR
ENGLISH LANDING PARK – BUSCH DRIVE CUL-DE-SAC IMPROVEMENTS**

This agreement is made and entered into this **17th day of August, 2021**, by and between the City of Parkville, Missouri, (hereinafter the "City") and **Mid States Forms** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this process has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums stated below.

WHEREAS, the City has caused to be prepared, in accordance with the law, Notice to Bidders, Instructions to Bidders, Bid, this Agreement, General and Special Conditions, Plans, Specifications and other documents as identified below and as further defined in the General Conditions(collectively referred to as "the Contract Documents"), for the work therein described, and has approved and adopted these said Contract Documents and has caused to be published, in the manner and for the time required by law, an advertisement inviting sealed Bids for furnishing construction materials, labor, tools, equipment and transportation necessary for, and in connection with, the construction of public improvements in accordance with the terms of this Agreement; and

WHEREAS, the Contractor, in response to the advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of this Agreement; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined and evaluated the Bids submitted, and as a result of this evaluation has, in accordance with the law, determined and declared the Contractor to be the lowest and best responsible bidder for the construction of the public improvements, and has duly selected the Contractor for award of a contract therefor upon the terms and conditions set forth in this Agreement for the sum or sums set forth below.

NOW, THEREFORE, in consideration of the compensation to be paid the Contractor, and of the mutual agreements herein contained, the parties hereto have agreed, and hereby agree, the City for itself and its successors and the Contractor for itself, its successors and assigns, as follows:

ARTICLE I. The Contractor will furnish at its own cost and expense all labor, tools, equipment, materials and transportation required to construct and complete the work designated, described and required by the Contract Documents, all in accordance with the Contract Documents, on file with the City Clerk of Parkville, Missouri, all of which are as fully a part hereof as if repeated verbatim herein; all work to be done in a good, substantial and workmanlike manner to the entire satisfaction of the City, and in accordance with the laws of the City, the State of Missouri and the United States of America. All terms used herein shall have the meanings ascribed to them in the General Conditions unless otherwise specified.

ARTICLE II. The City shall pay to the Contractor for the performance of the work embraced in this Contract, and the Contractor will accept in full compensation therefor, the sum of **FORTY SIX THOUSAND FIVE HUNDRED FIVE DOLLARS AND 90/100 (\$46,505.90)** (subject to adjustment as provided by the Contract Documents) for all work covered by and included in the Contract award and designated in the foregoing Article I, payment thereof to be made in cash or its equivalent and in the manner provided in the Contract Documents.

ARTICLE III. The contractor shall commence work upon the date stated in the Notice to Proceed and will complete all work by this Contract by 60 days. Time is of the essence. Accordingly, liquidated damages shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in the amount of \$100.00 for each and every calendar day the work remains incomplete over the specified completion time.

ARTICLE IV. This Agreement shall not become effective, nor shall Contractor commence any work hereunder, until the City has received, and approved, the Certificate of Insurance and Additional Insured-and Notice of Cancellation Endorsements, the fully executed Performance and Payment Bonds with Powers of Attorney, and the list of proposed Subcontractors from Contractor.

ARTICLE V. This Agreement is entered into, under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Missouri.

ARTICLE VI: The following documents are made part of this agreement by reference:

Exhibit A	General Conditions of the Contract
Exhibit A-1	Special Conditions of the Contract
Exhibit B-1	Performance Bond
Exhibit B-2	Payment Bond
Exhibit B-3	Maintenance Bond
Exhibit C	Scope of Services – List of Drawings
Exhibit D	Specifications – Not Applicable
Exhibit E	Contractor's Affidavit Acknowledging Federal Lobbying Activities and Conflict of Interest Prohibition
Exhibit F	Sales tax exemption documentation forms
Exhibit G	Contractor's Affidavit of Compliance with Non-Discrimination and Equal Employment Opportunity Laws
Exhibit H	Affidavit of Compliance with Safety Training Requirements (§292.675 R.S. Mo.)
Exhibit I	Affidavit of Compliance with R.S. Mo §285.530.6
Exhibit J-1	Applicable Missouri Prevailing Wage Rates for project totals exceeding \$75,000
Exhibit J-2	Prevailing Wage Rate Reporting Form, applicable for project totals exceeding \$75,000
Exhibit J-3	Certification of Compliance with Prevailing Wage Requirements for project totals exceeding \$75,000
Exhibit K	Insurance Requirements
Exhibit L	Bill of Sale
Exhibit M	Bailment Agreement
Exhibit N	Conditional Partial Waiver of Lien and Release of Claims
Exhibit O	Conditional Final Waiver of Lien and Release of Claims
	Certificate of Substantial Completion
	Certificate of Final completion
	Construction Change Directive
	Change Order

WITNESS WHEREOF, the City of Parkville, Missouri, has caused this Agreement to be executed on its behalf, thereunto duly authorized, and the said Contractor has executed this contract in the prescribed form and manner, the day and year first above written.

CITY OF PARKVILLE, MISSOURI

By: _____
Nanette K. Johnston, Mayor

ATTEST:

Melissa McChesney, City Clerk

MID STATES FORMS

By _____

(SEAL)

Title _____

(If the Contract is not executed by the President of the Corporation or general partner of the partnership, please provide documentation, which authorizes the signatory to bind the corporation or partnership. If a corporation, Contractor shall furnish the City a current certificate of good standing, dated within ten (10) days of the date of this Contract.)

Mid States Forms

407 NE Amory
Smithville MO, 64089
Phone: 816-438-5756
Prepared By: Lia Asztalos

Foundation QUOTE

Builder Info

City of Parkville
Tom Barnard

DATE:

7/30/2021

VALID UNTIL:

30 Days

Tbarnard@parkvillemo.gov

Property Info

English Landing Park

1. Walls	Qty
12" x 6'0" Concrete Wall	145.00

2. Footings	Qty
24" x 12" Curb	164.00
42" x 12" Concrete Footing	145.00

4. Miscellaneous Linear	Qty
Stakes	164.00
Tie Steel per foot	145.00
Tie Steel per foot	164.00

5. Miscellaneous Count	Qty
Excavation	1.00
Labor (Round Footing/Rebar)	1.00
Labor (Round Wall/ Rebar)	1.00
Material (Chairs, Ties, Wire, etc)	1.00
Material (Lumber and Rebar)	1.00
Stakes	1.00

6. Other Items	Qty
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7/30/2021

Generated by PlanSwift

Page 1 of 2

Builder Info

City of Parkville
Tom Barnard

DATE:

7/30/2021

VALID UNTIL:

30 Days

Tbarnard@parkvillemo.gov

Property Info

English Landing Park

6. Other Items	Qty
4000# Concrete Upgrade	1.00
Concrete Pump Footing	1.00
Concrete Pump Wall	1.00
Supervision	1.00

Total Amount Due: \$46,505.90**TERMS AND CONDITIONS**

Included in this Estimate:

Concrete
Labor
Concrete Pumps

Excluded from this Estimate:

Lumber & Rebar
Inspections
Pumping Water
Excavation of Site
Concrete Testing
Styrofoam
Winter Service
Retaining Walls

Note: This estimate was created assuming good soil conditions.
Price may vary due actual soil conditions on site and excavation of site

If plans are not finished or structurals are not complete we will need to bid again when plans are completely finished.



6105 N.W. River Park Drive
Riverside, Missouri 64150
Office: 816-438-4194
www.embassylandscape.com
LANDSCAPE DESIGN / BUILD
LANDSCAPE ARCHITECTURE
LAND PLANNING
GROUNDS MAINTENANCE

English Landing Park
Busch Drive
Cul-de-sac
Improvements
Parkville, MO 64152

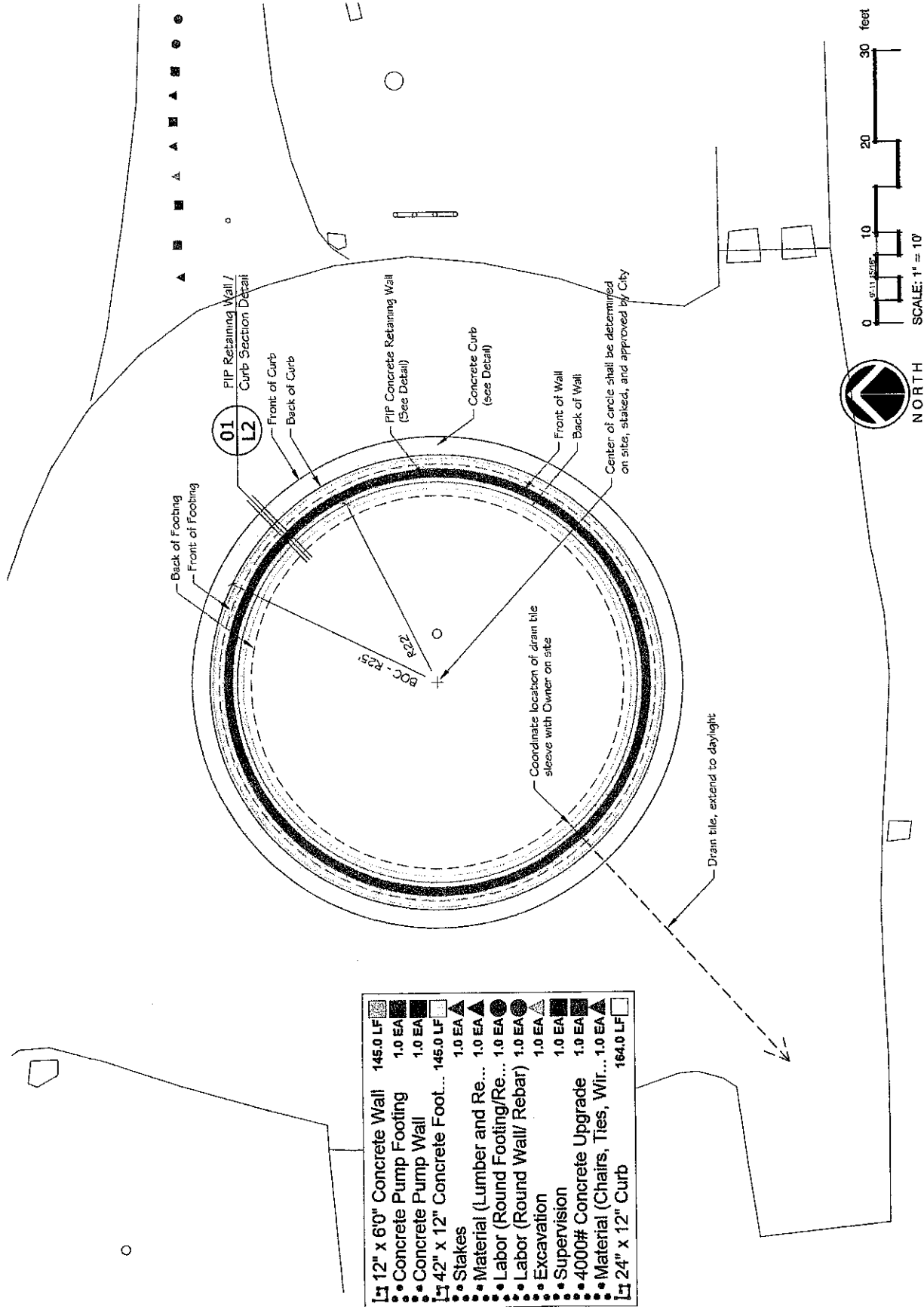
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REVISIONS	
No.	Description

2241-0712-005	06/28/2021

LAYOUT
PLAN

L1



1" 12" x 6'0" Concrete Wall	145.0 LF
• Concrete Pump Footing	1.0 EA
• Concrete Pump Wall	1.0 EA
1" 42" x 12" Concrete Foot...	145.0 LF
• Stakes	1.0 EA
• Material (Lumber and Re...	1.0 EA
• Labor (Round Footing/Re...	1.0 EA
• Labor (Round Wall/ Rebar)	1.0 EA
• Excavation	1.0 EA
• Supervision	1.0 EA
• 4000# Concrete Upgrade	1.0 EA
• Material (Chairs, Ties, Wir...	1.0 EA
1" 24" x 12" Curb	164.0 LF

**CITY OF PARKVILLE
Policy Report**

Date: August 6, 2021

Prepared By:

Jeffery Rhodes, Asst. to City Administrator

Reviewed By:

Alysen Abel, Public Works Director

ISSUE:

Approve a resolution of support for the MARC Solid Waste Grant Program application to construct a trash enclosure in the City Parking Lot (Administration)

BACKGROUND:

Downtown Parkville businesses, the Main Street Parkville Association, and the Downtown Community Improvement District (CID) have approached the City about coordinating and collaborating on a project to build a downtown solid waste and recycling enclosure for use by businesses in the area.

The City found a funding opportunity through the Mid-America Regional Council's (MARC) solid waste management district grant program, and has started the process of applying for grant funds for the 2022 grant year.

The MARC Solid Waste Management District was formed in 1991 in accordance with the Missouri Omnibus Solid Waste Management Law (SB 530). The law created a solid waste disposal fee to help finance waste reduction efforts. The district accrues on a quarterly basis grant funds for solid waste management, waste minimization, reuse and recycling projects.

Funds are available to local governments, businesses, schools, non-profits and individuals located in the MARC Solid Waste Management District. District members include Cass, Clay, Jackson, Platte and Ray counties and the cities within those counties. The district's objective is to provide start-up costs for sustainable projects that will divert waste from the landfill.

BUDGET IMPACT:

Staff time and professional support to complete the grant process.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommend that CLARB support this grant application - in partnership with MSPA, the downtown CID, and the City. This resolution of support is required as part of the grant submission.

POLICY:

Parkville Municipal Code Section 150.050(A) 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, and 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:

I move to recommend the Board of Aldermen approve a resolution of support for the MARC Solid Waste Management District grant application.

ATTACHMENTS:

1. MARC SWMD Resolution_Aug102021



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE, MO.
RESOLUTION No. 18-xxx**

**A RESOLUTION OF SUPPORT FOR THE MID-AMERICAN REGIONAL COUNCIL'S
(MARC) SOLID WASTE MANAGEMENT DISTRICT (SWMD) GRANT APPLICATION TO
BUILD A TRASH AND RECYLING ENCLOSURE IN THE DOWNTOWN BUSINESS
DISTRICT**

WHEREAS, MARC makes funds available to local groups to develop projects that divert waste from area landfills, encourage recycling, and educate the public about waste diversion, reduction, and recycling;

WHEREAS, our community partners are interested in creating a solution to the lack of downtown trash and recycling collection options, and a program like this benefits the entire downtown business district;

WHEREAS, the 2022 grant cycle is open and the City has submitted a successful pre-application for the grant program;

WHEREAS, a resolution of support from the local government entity is required as part of the grant submission;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby adopts a resolution of support for the Solid Waste Management District grant application as attached hereto to this original Resolution and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this the 17th Day of August, 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

ITEM 3.C.

For 8/11/2021

Community Land and Recreation Board Meeting

CITY OF PARKVILLE Policy Report

Date: August 6, 2021

Prepared By:

Jeffery Rhodes, Asst. to City Administrator

Reviewed By:

Alysen Abel, Public Works Director

ISSUE:

Revise the Events Fee Schedule to include pickleball court rental rates (Administration)

BACKGROUND:

The new pickleball courts are a popular addition to the park. As part of our reservation policies and practices, the pickleball courts will be added to the hourly reservation rates (420 per hour, per court) to ensure that folks can use the courts when they would like.

The Pickleball courts, like other sports facilities in the park, are available on a first-come, first-served basis and can be used for free. However, if folks would like to reserve specific time to use the court, they must pay for and reserve that time.

BUDGET IMPACT:

Additional revenue to help pay for upkeep, staff time, and future improvements.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommend CLARB approve the addition of the Pickleball Courts to the reservation process and update the events/mater fee schedule accordingly.

POLICY:

Parkville Municipal Code Section 150.050(A) 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, and 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:

I move to recommend that the Parkville Board of Aldermen approve the addition of the pickleball courts to the facility reservation process in Parkville, and update the events fee schedule to include the pickleball courts at a rate of \$20 per hour, per court.

ATTACHMENTS:

None



CITY OF PARKVILLE Memorandum

Date: July 1, 2021

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent

RE: June 2021 Parks Activity Report

The following Parks-related activities took place during June 2021:

- Dog Park Maintenance: The dog park was reseeded. The large dog park entrance was expanded. Shades were installed on two sides of each of the shelters in the dog parks.
- Boat Ramp Maintenance: The boat ramp was cleared and cleaned as the Missouri River elevation receded.
- Grills Installed in Shelters: New grills were installed in first come first serve shelters.
- Debris Management: Tree debris was diverted from the landfill and incinerated in the burn pit instead.
- Tree Trimming: The Mulberry tree over the Pickleball Court was trimmed back.
- Tree Removal: A severely decaying and leaning maple tree near the ELP Restroom was removed.
- Landscape Pots: Pots originally purchased for the area in front of Pocket Park were placed around Farmer's Market and the Train Depot.
- Spirit Fountain Maintenance: The Spirit Fountain was drained, cleaned and refilled.
- Water Hydrant Repair: The water hydrant near the East Shelter had a water leak and was repaired.
- Pocket Park Upgrades: LED lights were installed in the Pocket Park lamp posts located on the deck. Irrigation repairs were performed in the Pocket Park planters.
- Disc Golf Maintenance: The disc golf tee-boxes were formed and concrete poured for two holes.
- Sand Volleyball Maintenance: The sand in the Sand Volleyball court was tilled to minimize compaction.
- Plant / Tree Maintenance: Watering of plants and trees was performed as needed.
- Ballfield Maintenance: The ballfields are dug bi-weekly as weather permits. The base pegs were located, cleaned and identified.

- Event Preparation:
 - Cruise Night was held in June. Parks staff set up barricades, cones and signage for the event.
 - Park closure and barricades were set for preventative measures with rising river levels on June 25th.
- Trail Maintenance: Trails are maintained throughout the year as necessary.
- Park Maintenance: Staff continues to mow and control weeds in the riverfront park.



CITY OF PARKVILLE Memorandum

Date: August 4, 2021

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent

RE: July 2021 Parks Activity Report

The following Parks-related activities took place during July 2021:

- Event Preparation:
 - The Fourth of July Parade was held in July. Parks staff set up barricades, cones and signage for the event.
- Spirit Fountain Maintenance: The Spirit Fountain was drained, cleaned and refilled.
- Ballfield Maintenance: The ballfields are mowed bi-weekly as weather permits. The base pgs were located, cleaned and identified.
- Trail Maintenance: Trails are maintained throughout the year as necessary.
- Park Maintenance: Staff continues to mow and control weeds in the riverfront park.
- Mowing: In addition to mowing the riverfront park, staff mowed the right-of-way along Hwy 45. Staff also mowed the small parks, PAC, Route 9 entry sign and one-way split on Main Street.
- Main Street Split: The parks staff removed poison ivy and volunteer trees from the one-way split wall on Main Street.
- Pickleball Court Maintenance: The debris was blown off the pickleball courts.
- Boat Ramp Maintenance: The boat ramp was cleared and cleaned as the Missouri River elevation receded.
- Plant / Tree Maintenance: Watering of plants and trees was performed as needed.
- Parking Lot Trees: The trees in the City's parking lot were mulched and watered.
- PLP Restroom Pumping: The Platte Landing Park restroom was pumped out, in accordance to the increased cleaning schedule.
- PLP Restroom Maintenance: The toilet paper dispenser was vandalized. Staff repaired and replaced the dispenser.
- Disc Golf Maintenance: The disc golf tee-boxes were formed and concrete poured for two holes in June. The forms and construction fence were removed in July.
- PLP Water Leak: There was a leak in the water main in PLP. Staff excavated the area and repaired the main line.

- Pocket Park Maintenance: The irrigation leak in Pocket Park was repaired. Weeds were removed from Pocket Park.
- Friends Shelter: A wasp nest was removed from the Friends Shelter building.
- Restroom Maintenance: Restroom air fresheners were changed. The men's sink in the ELP restroom was leaking. Staff ordered the necessary parts and made the repair.



Parkville Nature Sanctuary

June 2021 Work Report

Programming – Nature Camp occurred June 16-18 with twenty two campers and twenty two volunteers! This camp would not have been as amazing as it was without our incredible volunteers. They assisted with planning nature camp and prepping activities, handling registration, being activity leaders, lunch and s'mores prep, parent pick-up and helping me clean up after the kids were gone. Total hours contributed by volunteers for Nature Camp was 243! Many volunteers helped out all three days, some were able to help out only an hour or two but all help was extremely important and allowed our participating partners to get to know Parkville's volunteers and make greater connections between Kansas City Missouri, Kansas (Marias De Cygnes Wildlife Reserve) and Parkville. A feedback survey was sent out to all volunteers and parents of Nature Camp attendees. Results are still be collected.

Ghost Stories will be held in person this year on October 23rd. We will also host the pumpkin carving at English Landing Park on October 21st. Our first planning meeting will be July 7th at 6:30 PM at City Hall. From there we will decide when our next meeting will be.

FOPNS- We installed two memorial bricks in June. Another brick purchased in June and to be installed in July. FOPNS photo exhibition to be held July 6th at 6 PM at the Anita B. Gorman Conservation Discovery Center.

Trail Maintenance – Rain events continue to wash away mulch and gravel. We are replacing mulch and continue to scoop washed out gravel from stream ways and replace it along trails. Installation of six straw wattles has helped us immensely in keeping trails intact. Invasive species have started to grow so a weekly approach to their removal using selective herbicide has begun. Poison Ivy is also being treated, only along trails, weekly or as needed to keep visitors safe. Poison Ivy treated in all Nature Play areas as needed.

Volunteers- Volunteers hours were condensed around Nature Camp at 243 hours contributed. Two community members began doing community service in Parkville at the end of June and chose the Nature Sanctuary as their service location. To date they have worked 73 hours and plan to return in July as well. Tasks they have include mulching trails and entry area, pulling invasive weeds and cutting and stump treating Honeysuckle (under my guidance) and trash clean up. Additionally Volunteers continue to come and assist Wayne and myself in erosion mitigation, 13 hours have been spent on June on this effort. Mowing and trash clean-up have contributed 4 hours this month for a grand total of 333 volunteer hours in June.

Current Volunteer Hours:

Month	Hours	Total Hours
January	94	94

February	10	104
March	65	169
April	168	337
May	82	419
June	333	752

Parkhill School District Professional Studies – 2020-2021 Fall semester intern will be Emily Rea. She wants to go to college for Marine Biology. To get her experience I am going to have her learn how to lead volunteer work days especially our Stream Team. I will also get her in touch with some of our partners who do work with the Blue River and even policy makers who created a stream ordinance in KCMO.

Eagle Scout – Steven Moll completed his Eagle Scout project on June 24th. His project was installing a straw wattle to compliment railroad ties that he and he troop installed along a slope. The slope that they worked on was contributing to mass storm water run-off thus washing away sections of White Tail Trail (lower portion) into the stream. His project will slow down the storm water as well as create a physical barrier to prevent further trail wash-off.

PLP Wetlands – Discussions had on June 22nd, 24th, and 25th in regards to solving the issues pertaining to erosion control matting, invasive species control, mowing, and watering installed plugs and trees. Final decisions will be discussed with the USACE and contractors in the coming month.

Mary Nemecek of the Burroughs Audubon Society has a wealth of knowledge and has provided assistance with her expertise and contacts of professionals in the field. She has gotten me in contact with a wetland expert from Missouri Department of Conservation to best guide us in terms of wetland maintenance so that we may have the most practical and efficient Operations and Maintenance plan once the wetlands is turned over to the City.

Prepared by Kristen Bontrager



Parkville Nature Sanctuary

July 2021 Work Report

Programming – Currently working on a template for a sort of curriculum for Parkhill Professional Studies interns. This template can be used to guide anyone in the future on what will be expected of all interns. The template of course is flexible as all interns have different interest but this will create the base layer and incorporate as many partners as possible.

Continue to plan Ghost Stories 2021, bands have been contacted and many retailers around Parkville have already agreed to donate! We have several volunteers on board to come back and help this year. I will be working on this with their guidance and with much help from Wayne.

Ghost Stories will be held in person this year on October 23rd. We will also host the pumpkin carving at English Landing Park on October 21st. Given COVID restrictions do not cause us to cancel. Plenty of volunteer opportunities available for those who are interested.

FOPNS- Board met on July 12th. The board approved to financially support efforts in creating greater accessibility to our memorial butterfly garden. The current set-up has bricks lining the garden. This looks great before the plants and grass begin to encroach over the bricks from each side. Our solution is to remove the brick border and create a memorial “patio” or bricks at the entrance of the garden. This will also alleviate the headache of mowing in between the memorial bench and the garden entrance. We also believe that this will allow families easier access to come find their bricks and for visitors who may want to purchase a memorial brick to see them better.

The board held an in person photo exhibit at the Anita B. Gorman Discovery Center on Troost on July 6th. I was able to meet and greet all photographers and see their amazing photographs. There were around 25 visitors at the event.

Trail Maintenance – Wayne and I spent multiple days removing a very large (5’ diameter) oak tree that fell across the upper White Tail Trail. Trees also fell along the lower portion of WTT as well as a large tree that fell by the waterfall blocking access to the bridge. To date all trees have been removed with the exception of one branch still along upper portion of WTT which is not blocking the trail.

Volunteers- Volunteers spent the majority of this month helping us with clean-up after storms as well as laying mulch on the washed out/ muddy trails. Storm-water aversion efforts are all in place thanks to Bill Beyer and Boy Scout volunteers. They created pseudo check dams along areas on the upper WTT where water had been rushing downhill and washing out gravel on the trail to the Scout shelter and Old Kate Trail.

Dan Day has been out every week placing mulch along the trail to the waterfall and any other areas that were muddy. Dan also assisted Bill in his work along White Trail.

Riverpark Church brought 30 people out to volunteer on July 21st. They created a trail that goes through the memorial tree grove. The new trail is 6' wide and roughly 100' long. They also weeded all mulch rings that surround the memorial trees. This will allow greater accessibility to those who have purchased memorial trees to come back and visit them.

Current Volunteer Hours:

Month	Hours	Total Hours
January	94	94
February	10	104
March	65	169
April	168	337
May	82	419
June	333	752
July	168	920

Parkhill School District Professional Studies – 2020-2021 Fall semester intern will be Emily Rea. She wants to go to college for Marine Biology. To get her experience I am going to have her learn how to lead volunteer work days especially our Stream Team. I will also get her in touch with some of our partners who do work with the Blue River and even policy makers who created a stream ordinance in KCMO. I want to find a way to get her out on a kayak or canoe to do large scale Stream Team work that will benefit Parkville. She will begin at the start of Fall semester 2021.

Eagle Scout – There are three Eagle Scouts who have made plans to begin their projects inside PNS, projects will take place after the end of August to keep them from extreme heat.

Prepared by Kristen Bontrager on August 5, 2021



PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JUNE 2021

1. PLP Wetlands – The City worked with the US Army Corps of Engineers on the construction of the Section 1135 Wetland Project in Platte Landing Park. The project included the construction wetland areas and restoration of a riparian corridor. BKM Construction, along with their subcontractors Linaweaver and Natural States Landscaping, contracted with the Corps to construct this project. City staff served as a local project sponsor for this project. Because of the project cost savings, the Corps increased the vegetated areas throughout the project. The contractor mobilized at the end of February 2020 and started construction. In October 2020, the Corps of Engineers accepted the project with deficiencies. Staff met with wetland experts with the Corps of Engineers to review the current condition of the wetlands. There will continue to be conversations in the upcoming weeks about the next steps. Staff will plan a presentation in a future CLARB meeting to provide an update once a plan is developed.

STATUS – IN PROGRESS.

2. A-Truss Bridge Improvements – The improvements to the A-Truss Bridge included installation of outline lighting throughout the structure. Outdoor Lighting Perspectives completed the improvements in late 2020. Staff worked with a local electrician to install a refurbished light pole to serve as a power source for the bridge lighting. Additional lighting was installed at the apex of the bridge in June, this was accomplished through a change order with Outdoor Lighting Perspectives.

STATUS – COMPLETED.

3. Pickleball Courts – The Parks Sales Tax budget included funding for the design and construction of Pickleball Courts. The City released the bid documents in June. The bid document included the base bid for four courts and included two bid alternates for lighting and relocation of the basketball court. The location of the courts was approved by CLARB and the Board of Aldermen in July. Staff finalized the contract documents and received the required insurance. Staff has also been working directly with Jack Moorhead, an USAPA Ambassador and PPA Certified Coach/Pro. Staff worked with McClure Engineering on the layout of the courts and sidewalk connections to the courts. The existing basketball court was removed and the new court was installed in October 2020. The Pickleball Court was installed in November 2020, in conjunction with the perimeter fencing. Sidewalks were installed and grading around the courts completed. The permanent paint was installed. Due to the condition of the paint, staff requested the contractor to touch it up. Staff will continue to work with the contractor to ensure that the finish is acceptable before final payment is issued. Final amenities will be installed including benches and bulletin boards. Staff is currently working on rules and other signage for the courts. Event guidelines will need to be updated to include court fees.

STATUS – IN PROGRESS.

4. Pocket Park Improvements – In December 2020, the Board of Aldermen approved the Pocket Park Master Plan. In order to start priority projects in Pocket Park, staff has been working with RIC to develop design the initial phases of the Pocket Park improvements. There are two separate projects: (1) bollard/bump out safety improvements in front of Pocket Park; and (2) reconstruction of the south stairs. The plans for the frontage improvements were released for bid. The contracts were presented to CLARB and the Board of Aldermen in April. The Board of Aldermen approved the base contract for the bump-out design, along with a change order to install decorative planters in conjunction with the bollard steel core. A pre-construction meeting was held in June with the contractor. Staff is working with the MSPA events schedule to plan the construction, which is anticipated to start in mid to late July. The plans for the stair improvements were released for bid. It is anticipated that the contract will be approved in late July or early August.

STATUS – IN PROGRESS.

5. Riverfront Park Entry Signage – The 2020 budget includes funding for the design of entry signage for the two riverfront parks. Vireo was hired to design concepts for approval. The long-range budget includes funding for the installation of these signs. A small committee consisting of representatives from the Board of Aldermen, CLARB and staff met to discuss the vision for the signage. Based on this feedback, Vireo will develop concepts for consideration by the committee. The Board of Aldermen approved a work authorization for the additional wayfinder signs and style guide for companion signs in the park. Staff received direction from the board to keep the naming of the parks in their current form. A meeting was held in October to review concepts for the riverfront signage. A second meeting was held in December to review the signing concepts developed following the group discussion. Based on the comments generated during the meeting, the consultant will provide revised sign concepts during a meeting scheduled for late January. The concepts were presented to CLARB and the Board of Aldermen in April. Staff will start working on the design associated with the lower level signage, to complete in late 2021.

STATUS – IN PROGRESS.

6. Busch Drive Roundabout Improvements: The landscape area in the median located in the Busch Drive cul-de-sac needs to be improved. Staff started the demolition of the existing median and worked with a landscape architect to design the median improvements. The concrete curb and wall improvements were designed and are currently out for bid. It is anticipated that the concrete curb and wall improvements will be completed in August, ahead of Parkville Days. The additional landscape and hardscape improvements in the median will be completed by the end of 2021.

STATUS – IN PROGRESS.

7. Watkins Park Improvements – In November 2020, the Board of Aldermen approved the Watkins Park Master Plan. Following the submittal of the Outreach Grant application, staff reviewed the master plan against the field conditions. Due to the existing grades, modifications were necessary to better integrate the proposed improvements. Staff worked directly with Vireo to modify the master plan as necessary. The Board of Aldermen approved the revised Watkins Park Master Plan in March 2021. Staff worked with McClure Engineering on the design of the proposed parking lot. The bid documents will be released in June. The contract for the parking lot improvements will be presented to CLARB and the Board of Aldermen in July. The contract for the shelter building was approved by the Board of Aldermen in May. The playground equipment purchase order was approval in June.

STATUS – IN PROGRESS.

8. 2021 Outreach Grants – The applications for the 2021 Outreach grant were submitted at the end of January. The proposed grant application included improvements to Watkins Park, which include installation of a parking lot, improvements to the park entry, installation of new playground equipment, and enhancements to the shelter area. In March, the City received notice of award for the full grant request of \$26,000 for the improvements to Watkins Park.

STATUS – COMPLETED.

9. Park Partnership Grant – The grant application for the major parks improvement projects was released by Platte County. The Platte Landing Park Ballfields was the focus of the grant application. Staff presented the concepts at the January CLARB and Board of Aldermen meetings for the resolution of support necessary for the grant application. The Park Partnership Grant application was submitted in February 2021. The City received a notice of award for the Partnership Grant in the amount of \$1 million from Platte County in June 2021. Staff has met with Vireo to discuss the public outreach strategies. Staff has met with GBA to discuss the traffic study information. Initial traffic counts will be collected this summer to assist with the preliminary design. The full traffic study will be deferred until fall 2021 to accurately capture regional traffic when school is back in session. Contracts for the engineering design and public engagement will be presented to CLARB and Board of Aldermen in August.

STATUS – IN PROGRESS.



PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JULY 2021

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STATUS – IN PROGRESS.

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STATUS – IN PROGRESS.

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STATUS – IN PROGRESS.

7. Watkins Park Improvements – In November 2020, the Board of Aldermen approved the Watkins Park Master Plan. Following the submittal of the Outreach Grant application, staff reviewed the master plan against the field conditions. Due to the existing grades, modifications were necessary to better integrate the proposed improvements. Staff worked directly with Vireo to modify the master plan as necessary. The Board of Aldermen approved the revised Watkins Park Master Plan in March 2021. Staff worked with McClure Engineering on the design of the proposed parking lot. The bid documents

will be released in June. The contract for the parking lot improvements contract was approved by the Board of Aldermen, the construction will start in mid August. The contract for the shelter building was approved by the Board of Aldermen in May and is currently being fabricated. The playground equipment purchase order was approval in June and is currently being fabricated. It is anticipated that the work will be completed in late fall 2021.

STATUS – IN PROGRESS.

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STATUS – IN PROGRESS.

ITEM 5.D.

For 8/11/2021

Community Land and Recreation Board Meeting

**CITY OF PARKVILLE
Policy Report**

Date: August 6, 2021

Prepared By:

Reviewed By:

ISSUE:

Administration

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None



CITY OF PARKVILLE EVENT RULES AND CONDITIONS

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EVENT PERMIT CONDITIONS

The following conditions must be met for issuance of a special event permit:

- i. The Special Event Application is complete and all information contained in the application accurately reflects the full scope of the event request
- ii. The date and location for the proposed event is not already reserved by another event
- iii. The Special Event Application was completed and returned to the City within the required time frame
 1. Minimum 30 days before for Tier 1 events
 2. Minimum 60 days before for Tier 2 & Tier 3 events
- iv. The approved event fees, documentation, damage deposit, and/or insurance requirements are received in accordance to the due date policy
- v. A determination has been made that the proposed use would not be too disruptive to residents, businesses, or the natural landscaping
- vi. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic into and out of the event location
- vii. The concentration of persons, equipment, vehicles, or animals at the event or assembly sites will not substantially interfere with adequate fire, police, and emergency medical service into and out of the event location
- viii. The conduct of the event will not result in illegal activity and/or violence to persons or damage to property
- ix. The conduct of the event will not require the diversion of a large enough number of City employees that adequate staff is not available to complete day-to-day City assignments.
- x. **FOR NEW/1st TIME EVENTS ONLY** – The event coordinator is responsible for scheduling a staff-applicant meeting prior to permit approval to review all event details and ensure that all requirements are understood and can be met.

EVENT TIER GUIDE

Please select the tier below which best corresponds with your event. City Staff will review and confirm your selection. Be mindful of specific directions for certain tiers on the following pages.

	Tier 1	Tier 2	Tier 3
Approximate Number of Attendees	Park Events: 75 – 500 Other Events: 0-500	All Events: 500 - 5000	All Events: 5000+
Approval Required	City Administration	New Events: CLARB Repeat Events: City Administration	CLARB
Activities (May include but are not limited to)	- Minimal City Staff/Safety Support - No amplified music - No alcohol - No fireworks	- City Staff/Public Safety support - Amplified music - Alcohol - Fireworks	Non-traditional use of public space

USER FEES

Event Rental Fees	
Application Fee (Non- Refundable, applied toward event fee)	\$25.00
Public Park Event Fee (Includes 1 Free Shelter)	\$400.00 per day
5K/10K Event (Includes McKeon Stage)	\$325.00 per day
Parade Event Fee*	At Cost
Public Property Event Fee (Includes Pocket Park & Block Parties)	\$50.00 per day
Private Property Event Fee	\$25.00 per day

Additional Rental Fees (Resident Rate/Non-Resident Rate)	
English Landing River Stage (per day)	\$100.00/ \$125.00
Maxine McKeon Stage (per day)	\$100.00/ \$125.00
Event Shelter Reservation** (Max shelter capacity is 75 people)	\$25.00/ \$35.00

*4th of July Parade and Parkville Days Parade are exempt from additional parade fees.

**Shelter Reservations come in three hour blocks:
7:30 a.m. to 10:30 a.m.
11:00 a.m. to 2:00 p.m.
2:30 p.m. to 5:30 p.m.
6:00 p.m. to 9:00 p.m.

Event Support Fees	
City, Park or Police Employee	\$30.00 per employee, per hour

Misc. Fees	
Electrical Pedestal/Water Hookup	\$10.00 each, per day
Distribution Panel	\$25.00 each, per day
Temporary Sign Permit	\$10.00
Temporary Caterer's Permit+	\$15.00

Field Reservations	
Ball Field/Soccer Field	\$20.00 per space, per hour
Basketball, Pickleball, Volleyball Court	

+ Requires the event to also obtain a Temporary Caterer's Permit (Business) or Picnic License (Not for Profit) from Platte County and the State of Missouri. Details listed in the Event Guidelines.

DUE DATE POLICY

- The Due Date Policy is as follows:

Due Date Policy Tier 1	
Due Date	Required
30 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

Due Date Policy Tier 2 and 3	
Due Date	Required
60 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

- Applications turned in after the due date will not be accepted.
- Reasonable changes to a complete application are permitted after the due date. Please contact City Staff as soon as possible to report any changes that need to be made.

REFUND POLICY

- The Event Refund Policy is as follows:

Refund Policy Tier 1	
Time before event	Refund schedule
30+ Days	100% Refund
29-0 Days	0% Refund

Refund Policy Tier 2 and 3	
Time before event	Refund schedule
60+ Days	100% Refund
59-30 Days	50% Refund
29-0 Days	0% Refund

- The application fee is only refundable if your event is mistakenly overbooked with another event, your event is cancelled due to another city obligation, or the event is cancelled due to a natural disaster (i.e. flood, tornado, etc.)

EVENT RULES

EVENT PERMIT EXEMPTIONS

- No person shall engage, participate in, aid, form or start an event unless a special event permit is obtained from the City of Parkville. A special event permit shall not be required for the following, although organizers must still comply with applicable regulations:
 - Events administered by the City
 - Political demonstrations and protests
 - Funeral Processions

EVENT MODIFICATIONS

- Minor changes of event content or logistics after approval is not unusual and requires only staff notification
- Major changes should be discussed with City staff as soon as possible to determine if re-approval will be necessary

PERMIT DISPLAY

- The special event permit holder shall have exclusive use of the stated area defined on the application within the time frame described on the permit
- The permit must remain in the possession of the special event permit holder at the stated facility, and must be presented to any law enforcement officer or City employee upon request

PUBLIC NOTICE

- For all special event permits, City personnel shall post a notice of reservation at least 24 hours prior to the reservation time on or near the reserved space. The notice shall include the permit number, date, and time period of the reservation
- City staff will place the event on the City's online events calendar to indicate which spaces have been reserved, and to help the public plan future events. The City also keeps a calendar at City Hall to manage all of the rentable spaces and facilities in the parks.

PERMIT REVOCATION

REVOCATION OF A SPECIAL EVENT PERMIT (PRIOR TO THE EVENT):

- A special event permit may be revoked at the discretion of the City Administrator when the health or safety of the public is threatened by an emergency, disaster, or other unforeseen condition. In the event of a special event permit revocation due to reasons outside the control of the applicant, the City will refund all event fees.

REVOCATION OF A SPECIAL EVENT PERMIT (DURING THE EVENT):

- A special event permit may be revoked during an event for the following reasons:
 - The applicant has knowingly made a false, misleading, or fraudulent statement of fact to the City in the application process; or
 - The event in progress does not satisfy conditions of event approval (page 2); or
 - The event in progress does not adhere to the rules of event approval (page 3); or
 - Payment of fees, charges, or deposits is found to be fraudulent or incomplete; or
 - Any event activity occurs that was not specifically stated in the application; or
 - The event does not adequately prepare security measures to ensure the health, safety, and welfare of event patrons, residents, workers, and other visitors.
- In the event of a possible permit revocation, the event organizer will be immediately notified by City staff and will be given a reasonable opportunity to fix any violations.
- If a special event permit is revoked, the event is cancelled and activities must be terminated immediately.
- The City Administrator has the responsibility to revoke a special event permit if the safety of the public is threatened by an emergency, disaster, or other unforeseen condition.

VENDORS

- Vendors include all sellers of merchandise (including artists), service, or food/beverages. Vendors also include carnival/amusement ride services.
 - All vendors must have a Parkville business license per Chapter 605 of the Parkville Municipal Code
 - Vendors at events hosted by tax-exempt non-profit organizations with a principal place of business in Parkville as defined by section 501(c)(3) of the Internal Revenue Code are exempt from the business license requirement
- The City requires a **Vendor List** as part of the Special Event Application. The **Vendor List** must including the following information:
 1. Trade name of vendor
 2. Contact Information
 3. Indicate generally what the vendor will be selling
 4. Platte County Health Dept Permit # (Food/Beverage vendors only)
 5. Insurance certificate
- The City requires a **Vendor Map** as part of the Special Event Application. The **Vendor Map** shows the approximate location of each vendor or vendor area.
- Vendors are responsible for collecting sales tax from consumers and remitting those collected taxes to the State of Missouri.
- Potable water connections are limited. Please note in the application the number of requested water connections. Staff will attempt to accommodate as many as possible.
- No sanitary sewer or drainage connections are available for vendors.
- Grease or fat may not be disposed of on City property or in trash containers.
 - Grease or fat disposed of on City property will result in revocation of any security deposit and a charge of \$1,000 to the post event invoice.

VENDOR INSURANCE

- Parkville requires specified vendors hired by the applicant to carry insurance. [Please see the insurance guidelines below.](#)
 - The applicant will be required submit the certificate/s of vendor insurance at least seven (7) days in prior to the event.

ALCOHOL

- Please plan ahead if you are planning to serve alcohol. Any event serving alcohol in City parks or on public property must receive Picnic License (Non-Profits) or a Temporary Caterer's Permit (Businesses) from the City of Parkville and the State of Missouri, and a temporary liquor license from Platte County. Approved alcohol permits must be complete and approved by the City of Parkville at least seven (7) days before the event.
- Having alcohol at a Tier 2 or 3 event may require that you have a police or other security presence. The Police Department will provide more information at the Staff-Applicant, pre-event meeting.

PICNIC LICENSE (NON-PROFIT ORGANIZATIONS):

Step 1: Turn in or email a **Request for a Picnic License** to the [City Clerk](#).

Please use the [Standard Request for a Picnic License Template](#).

Step 2: The **Request for a Picnic License** will be placed on the next Board of Aldermen Agenda for approval.

Step 3: After your request has been approved, you must fill out the State [Application Form for a Picnic License](#). Be sure to attach the City approved **Request for a Picnic License** to the state application.

Step 4: Once your request has been approved by the State, email the approved state documentation to the [City Clerk](#).

Step 5: After your request has been approved by the State, [apply for a temporary liquor license with Platte County](#). If you have any questions, call the Platte County Clerk (816-858-3342).

TEMPORARY CATERER'S PERMIT (BUSINESSES):

Step 1: Businesses with a current "by the drink" license in Missouri will need to fill out a [City of Parkville Temporary Caterer's Permit](#). Turn in or email the completed Parkville Temporary Caterer's Permit to the [City Clerk](#).

Step 2: After your request has been approved, you must fill out the State of Missouri's [Application Form a Temporary Caterer's Permit](#)

Be sure to attach the City approved **Parkville Temporary Caterer's Permit** to the state application.

Step 3: After your request has been approved by the State, turn in the approved state documentation to the [City Clerk](#).

Step 4: After your request has been approved by the State, [apply for a temporary liquor license with Platte County](#). If you have any questions, call the Platte County Clerk (816-858-3342).

SANITATION GUIDELINES

SOLID WASTE AND RECYCLING

- The City requires a **Clean-Up Plan** as part of the Special Event Application.
- Trash barrels with plastic liner bags are located throughout English Landing Park and the Farmers' Market area. The event organizer(s) is responsible for periodically emptying the trash barrels as they become full, replacing them with a plastic liner, and hauling the full bags to a City dumpster. Additional trash bags are the responsibility of the event coordinator.
- The City provides a 4 cubic-yard dumpster located at the east end of McAfee Drive that may be used for additional trash disposal. If an event requires additional trash beyond the capacity of the existing 4 cubic yard dumpster, the rental of additional trash collection dumpsters is the responsibility of the event coordinator.
 - The City will coordinate with the event organizer and determine the placement of any additional trash or recycling receptacles or collection dumpsters.
- The City encourages events to use City provided recycling bins available free of charge. The bins are locked up in English Landing Park behind the Park Headquarters building. A City staff member will unlock the bins for use prior to the event. Please return the bins after the event has been completed.
 - The event coordinator is responsible for placing the bins throughout the event area and returning them to the Park Headquarters at the event's conclusion. Approved collection material is listed on each container. If large amounts of cardboard are collected, place the flattened cardboard alongside the recycling bins.
- If the trash is not being emptied as containers become full during the event, City staff reserves to the right to empty and re-line the containers at a cost of \$30.00 per person per hour. This will be charged to the post event invoice.

PORTABLE TOILETS

- The City requires a **Restroom Plan** as part of the Special Event Application. For each 500 persons, a public event must have at least 4 toilets (one to be handicapped accessible) and adequate hand washing stations.
 - English Landing Park has a permanent, gender-separate, restroom facility that has the equivalent of 4 toilets (2 are handicapped-accessible).
 - The City will provide 2 additional portable restrooms and 2 ADA portable restrooms during the peak season for public use (April 1st thru October 31st).
- If the event duration is for more than 6 hours, the restroom units will likely need to be cleaned and re-stocked with supplies. This service is the responsibility of the event coordinator and must be outlined in the event application, restroom plan section.
 - If the restrooms are not being cleaned and restocked during the event, City staff reserves to the right to clean and restock the toilets at a cost of \$30.00 per person, per hour. This will be charged to the post event invoice.
 - The City can provide cleaning services, if requested, for \$30.00 per person, per hour.

PARADES, PARKING, AND PUBLIC SAFETY

ROADWAY & PARKING LOT CLOSINGS

- Street and parking lot closures are only permitted if approved by the Parkville Police Department. Please indicate proposed closures in the **Roadway and Parking Lot Closures Section** of the Special Event Application.
 - The Police department will discuss the proposed closure or parade route with the Parks Superintendent and Public Works director prior to the Staff-Applicant meeting. Any recommended changes will be discussed at the Staff-Applicant meeting.

PARKING & TRANSPORTATION

- Parking space is limited in the downtown business and residential area. Existing parking ordinances will be enforced. Illegally parked vehicles may be ticketed and/or towed.
- If the event is in a location with limited parking availability, the event organizer will be required to develop a **Parking Plan** as part of the Special Event Application in conjunction with the Parkville Police Department. This plan displays how people will get to and from the event. Shuttle bus service is recommended for transportation of persons from remote parking areas to the event.
- Use of Ball Field 1 for parking can be requested but is not guaranteed. **Ball Field 1 is unusable if the field is wet or damp prior to an event.** The Parks Superintendent will decide if Ball Field 1 is usable for parking the day of the event. This determination is based on current Ball Field 1 conditions, current weather conditions, and weather predictions for the duration of the event.

SECURITY

- The City requires a **Security Plan** as part of the Special Event Application. Additional security for all events will be at the discretion of the Police Chief or his/her designee. Provide detailed contact information for any planned usage of a private security in the **Security Plan** section of in the Special Event Application.
 - The Police department will discuss the need for security with the Parks Superintendent and Public Works director prior to the Staff-Applicant meeting. Any recommended changes will be discussed at the Staff-Applicant meeting.
 - The event organizer may request a police security presence of \$30.00 per officer per hour. Please note this on the designated place on the application.
 - The Parkville Police Department reserves to the right to provide additional security at a cost of \$30.00 per officer per hour to an ongoing event deemed 'unsecure'. The decision to provide additional security shall be made between the Police Chief and the City Administrator. This will be charged to the post event invoice.

SITE PLAN

- The City requires a **Site Plan** as part of the Special Event Application. This should be a detailed narrative or map including a description of activities in the event, such as event entry and exit, water stations, first aid, start/finish lines, location of activities inflatables, and a time line of your event.

FIRST AID

- The City of Parkville requires a **First Aid Plan** as part of the Special Event Application. Coverage can be provided by either a private entity, the South Platte Fire Protection District, or qualified individuals from the event staff.

MANDATORY WARNING INFORMATION

The City of Parkville will place warning signs at the entrances to all public events.

The state of Missouri exempts a community with a population of less than 10,000 from most liability exposures if warning signs are posted during a fair or festival. In addition to posting applicable signs, risk transfer practices are warranted when the event is to take place on the property of a member community, but the member community does not have administrative control over the activity.

City Prevention Steps:

- Signs with a warning notice shall be posted and maintained in clearly visible locations at major entrances to the event and throughout the event location as determined by the governing authority.
- These signs shall be in black letters on a white background with each letter to be a minimum of one inch in height.
- The language shall substantially state:
“**WARNING:** Under Missouri law, the City of Parkville is not liable for an injury to or the death of any person resulting from the inherent risks of participating in or observing any activities at this event pursuant to the Revised Statutes of Missouri.”

MISCELLANEOUS GUIDELINES

UTILITY CONNECTIONS

- Electric pedestals and distribution panels are available in numerous convenient locations in English Landing Park. These are available, **for a fee**, for use during your event
- The use of electric pedestals and distribution panels must conform to Southern Platte Fire Protection District Festival Fire Code Regulations
- Any expenses incurred by the City for the hardwiring of distribution panels by a certified electrician will be charged to the applicant via the post event invoice.

FIREWORKS AND PYROTECHNIC OPERATORS

- The City requires a **Fireworks Plan** as part of the Special Event Application.
- All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations.
- Parkville requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below.](#)
 - The applicant will be required submit the certificate/s of insurance at least seven (7) days in prior to the event.

MUSICAL/THEATRICAL PERFORMANCES

- The City requires a **Performance List** as part of the Special Event Application. The Performance List includes a list of performers, performance type, music genre, performance times and duration.
 - The Performance List must be turned in at least seven (7) days prior to the start of the event.
- Performances with amplified sound require a special event permit and must end by 11:00pm.
- Performances with electrical supply requirements in excess of 200 amps (120/240 volts) need to be located on or adjacent to the Maxine McKeon stage in English Land Park.

CARNIVALS AND RIDES

- Carnivals are approved for the parking lot area between East Street, Main Street, the railroad tracks, and McAfee Street.
 - The City will consider proposed changes to the carnival area on a case by case basis subject to approval by Community Land and Recreation Board (CLARB).
- Parkville requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below \(page 13\).](#)
 - The applicant will be required submit the certificate/s of insurance at least seven (7) days in prior to the event.

- Carnival and ride operators must have current [Missouri State Amusement Ride Permits](#) for all affected rides and devices brought to the event by the operator.
- City staff will arrange for an inspection of carnival set-ups (electrical) by the Southern Platte Fire Protection District.
- Carnivals are prohibited from providing live animals as prizes.

SIGNAGE

- A **Temporary Sign Permit** may be issued for special event provided they do not exceed sixteen (16) square feet in area.
- Temporary signs must be located on private property with the property owner's permission.
- Temporary signs may be up for a maximum of thirty (30) days.
- All temporary signs shall have the date of removal printed clearly on the lower right-hand corner, as viewed from the front.
- Signs must be out of the sight triangle.
 - The driver of a vehicle approaching or departing from an intersection should have an unobstructed view of the intersection, including any traffic control devices, and sufficient lengths along the intersecting highway to permit the driver to anticipate and avoid potential collisions. Please visit the following [website](#) for more information about sight triangles and sight distance.
- Signs cannot be placed in the right of way.

HANDBILLS AND FLYERS

- City Ordinance restricts the distribution of handbills and flyers per City Code [Section 610.150](#).
- Event handbills and flyers may be given to the Parks Superintendent for display on the English Landing Park information bulletin boards.

ADDITIONAL NATURE SANCTUARY GUIDELINES

- All event rules, conditions, and guidelines apply to the Parkville Nature Sanctuary, Sullivan Nature Sanctuary, and Wetlands.
- The following rules also apply, at all times, in the Parkville Nature Sanctuary:
 - No dogs
 - No firearms
 - No fires except in designated fireplaces
 - No hunting, fishing, or trapping
 - No picking or collecting
 - No digging for roots or relics
 - No camping
 - No unauthorized vehicles (including bicycles, skateboards, etc.) except in the entry parking lot
 - No weddings.
- Parkville Nature Sanctuary events are considered “Public Property Events” and shall be charged an event fee at the rate of \$50 per day.
-

OTHER REQUIREMENTS

PRE INSPECTIONS

- Prior to the commencement of an event, the South Platte Fire Protection District Fire Marshal will inspect event and vendor areas to ensure compliance with applicable fire codes.
- Prior to the commencement of an event, Platte County Health department will inspect food preparation and serving areas to comply with applicable health codes.

DEPOSIT REQUIREMENTS

- Prior to the commencement of an event, City staff shall physically observe, inspect, and record the condition of the facilities and grounds with the event coordinator.
- Applicants may be required to pay a security deposit to cover the cost of any cleanup or damage incurred by the City of Parkville as the result of the event. Deposits will be calculated at the Staff-Applicant meeting. Deposits are calculated by looking at foreseeable areas of grass or park damage and then calculating the estimated cost to repair the area back to normal.
- City staff will calculate actual damage post event. Damage to any park property will result in the loss of the deposit up the repair amount. The event organizer is responsible for any damage expenses over the deposit amount.
- Refunded deposits are issued approximately 14 days following the event.

INSURANCE INFORMATION

- The City of Parkville requires that certain activities be supported by evidence of insurance coverage for the term of the special event permit.
- The applicant shall secure and maintain, at its expense, through the duration of the event, Commercial General Liability Insurance on an occurrence basis with minimum limits of specified below. The City will only accept coverage from an insurance carrier that offers proof that it :
 - a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
- No less than seven (7) days before the event, the applicant **shall furnish the City with a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Applicant shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with advance notice of cancellation before the event.** Applicant shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of the event.
- A special event permit will not be issued until the evidence of insurance in the form of a certificate of insurance has been received and approved by the City.
- The permit holder shall assume all risk of damage to the activity site and its property, injury to its officers, directors, agents, contractors, or invitees, in or about the activity premises from any cause, and waives all claims against the City.

INSURANCE REQUIREMENTS

Events are required to carry general liability insurance. See the requirements below:

1. **Commercial General Liability.** Written on an insurance industry standard occurrence form (CG 00 01 10 01) or equivalent with:
 - Premises/Operations Liability
 - Products/Completed Operations
 - Personal/Advertising Injury
 - Contractual Liability
 - Independent Contractors Liability (if applicable)
 - Stop Gap or Employers Contingent Liability (if applicable)
 - Liquor Liability/Host Liquor Liability (if applicable)
 - Owned and Non-Owned Watercraft (if applicable)

Minimum limit of liability shall be **\$1,000,000** Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate; **except where higher limits are specifically noted in “Other Permit Requirements” section.** Commercial insurance must extend to include the activities of all volunteers and volunteer activities.

2. Auto Liability. If vehicles are used or involved in the special event for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be **\$500,000** Combined Single Limit per occurrence.

Applicants are reminded that volunteers driving in the course of their activity must have current liability insurance that meets the State of Missouri statutes. The City of Parkville does not require evidence of liability insurance for individual volunteers or participants driving personal vehicles (such as in parades) as a condition to issue the permit. However, permit holders are encouraged to require, or provide, excess liability insurance for their volunteer drivers.

3. Workers’ Compensation. If statutorily required, the permit holder shall secure its liability for industrial/workplace injury to its employees in accordance with Missouri statutes. The permit holder shall be responsible for Workers’ Compensation Insurance for any subcontractor it may use or hire for purposes of this permit activity. If the permit holder’s activities require working on or around a navigable waterway the permit holder shall provide evidence of the United States Longshore and Harbor Workers (USL&H) if necessary to be in compliance with Federal Statutes.

Other Permit Requirements

- Food and Beverage Vendors: **In addition to standard permit insurance requirements \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate per each vendor. *****
- Inflatables or Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets: **Changes to standard permit insurance requirements – Increased Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. *****
- Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 Combined Single Limit (per occurrence) \$5,000,000 General Aggregate. *****
- Special Event Serving Alcohol: In addition to the Commercial General Liability insurance above: **Minimum Liquor Liability limits of \$1,000,000 Combined Single Limit per occurrence. *****
- **Fireworks Display:** Changes to standard permit insurance requirements - **Increase Commercial General Liability minimum limits to \$1,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. *****
- Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, Drilling augers, bucket lifts, and other similar items: **Changes to standard**

permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 CSL (per occurrence). ***

- Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes and non-standard personal car activities: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. *****
- **Auto Liability Insurance with minimum combined single limit of \$1,000,000 coverage to apply to all owned, non-owned and hired autos used in connection with permitted event. *****

*****Evidence of coverage may be submitted by an event vendor**

4. Other Provisions. All insurance coverage provisions, and limits, may be revised or increased by the City to reflect risk exposure. All insurance policies and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit. All deductibles or self-insured retentions are the responsibility of the permit holder but must be disclosed and are subject to approval by the City.

Important – All Certificates of Insurance must include a description of the permitted special event in the “Description/Comments” section of the certificate.

STANDING EVENTS

- The following events have been granted permanent “standing” reservation timeframes with first right of refusal for specific dates. Other events will not be allowed during dates reserved for these events. In some cases, other park facilities will not be available for reservation during these events. Please contact City Hall with specific questions
- Standing events must comply with this guidebook and must fill out a Special Event Application as a requirement in order to maintain the permanent reservation timeframe. Due dates and deadlines still apply to standing events.

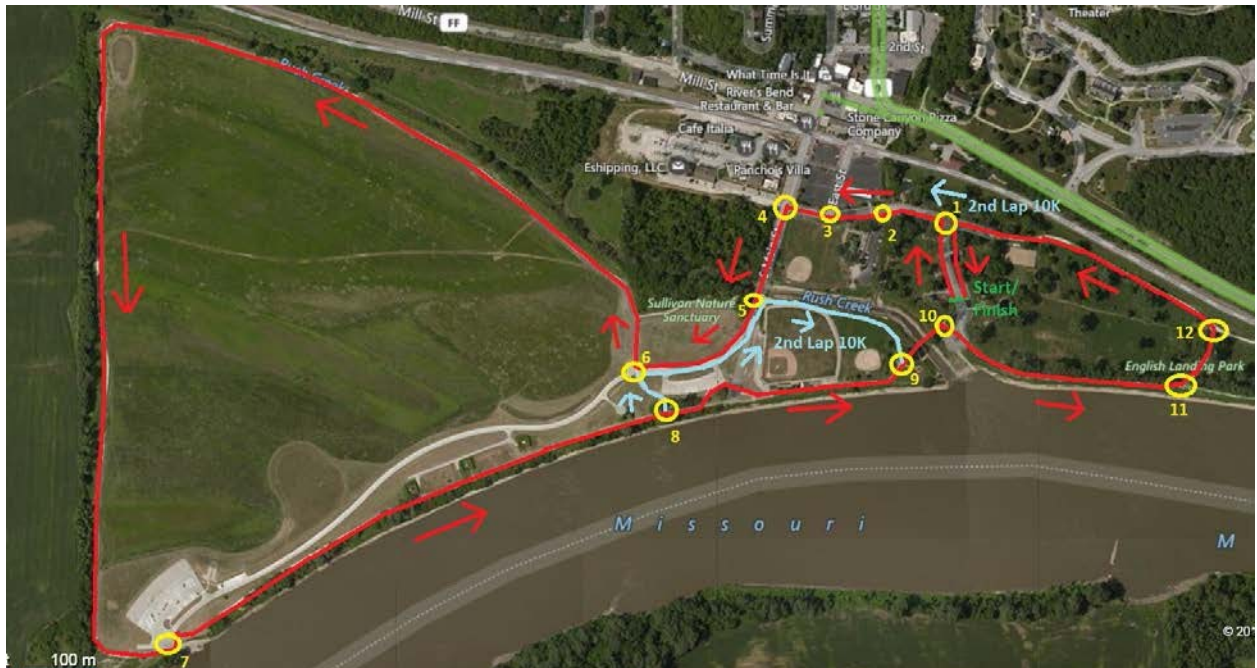
2021 Standing Events:

- | | |
|---|--|
| 1. 4 th of July Celebration | July 1 st to 4 th |
| 2. Parkville Days | Aug 19 th to 22 nd |
| 3. Parkville Microbrew Fest | Oct 16 th |
| 4. Parkville Ghost Stories (Nature Sanctuary) | Oct. 30 th |
| 5. Turkey Trot | Nov 25 th |
| 6. Christmas on the River | Dec 3 rd |
- Standing events are added at the discretion of the Community Land and Recreation Board (CLARB).
 - Standing event organizers must notify the City of their specific event date by February 1st each year to secure the date for the coming year. Failure to do so may result in the event date not being held.

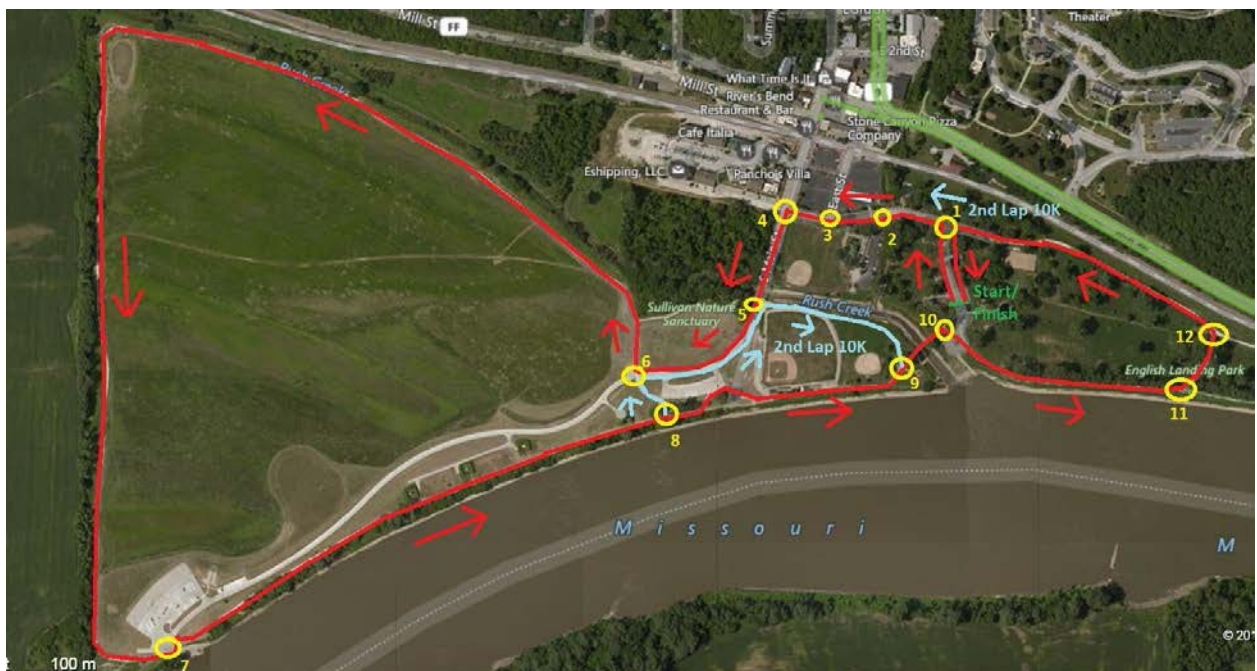


5K/10K SPECIAL RULES

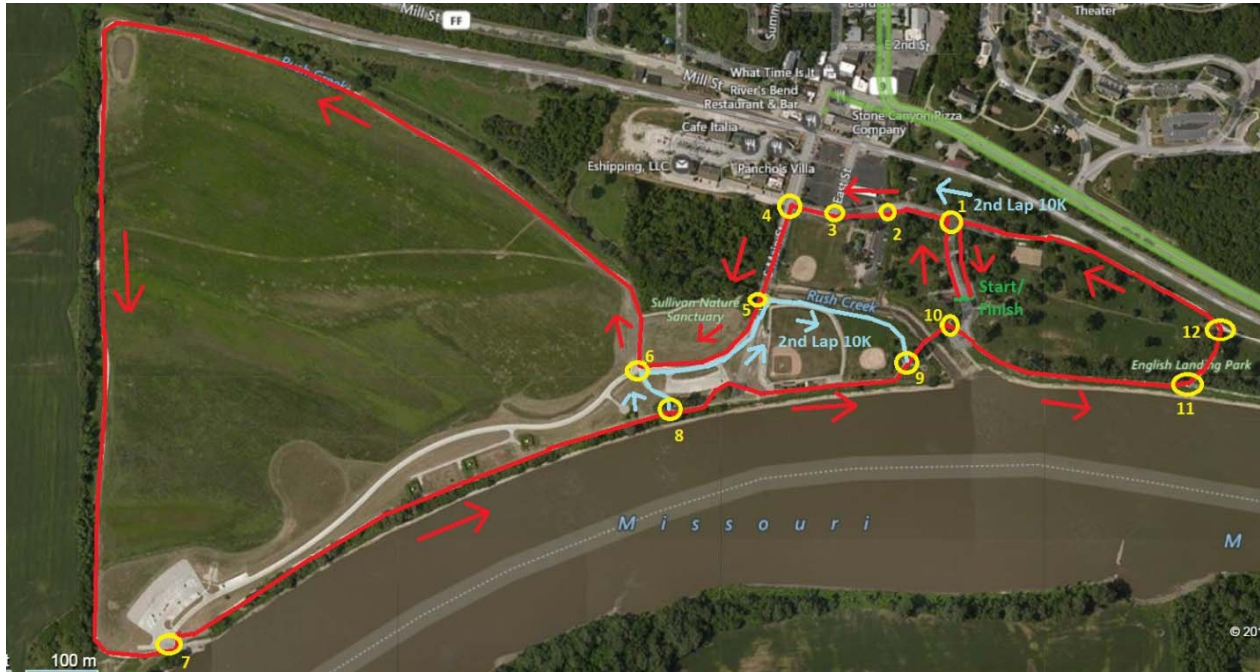
Required 5K Route (Begin at McKeon Stage follow the red loop)



Required 10K Route (make 5K loop twice, add the blue portion on the second loop of the course):



Volunteer Requirements:



1. **Busch & McAfee:** At start of race, direct all racers toward Main St. Direct 5K racers toward finish line after 1st lap and 10K racers straight to continue 2nd. Also keep vehicle traffic out of the race.
2. **Parking lot entrance west of low-water-bridge:** Hold all vehicles exiting parking lot while racers are on McAfee.
3. **East Street & McAfee:** Hold all vehicle traffic off of McAfee while racers are on McAfee.
4. **Main Street & McAfee:** Direct all runners to turn south on Main St. to stay on course. Hold all vehicle traffic off of course until racers are clear of roadway.
5. **Main Street & North end of Grigsby Field:** Direct racers to stay on right side of roadway. Also turn 10K 2nd lap racers to run around Grigsby Field. Hold all vehicles off of race course while racers are in the area.
6. **300 block of Main St. (Trail crossing):** Direct all racers running southbound on Main St. to turn north onto Platte Landing Trail. Direct 2nd lap 10K racers coming from the river trail to turn north onto Main St. Hold all vehicle traffic while racers are in the area.
7. **Boat ramp in Platte Landing Park:** Hold any vehicle traffic off of boat ramp while racers are crossing. Direct racers to continue onto trail.
8. **Platte Landing Park trail turn for 10K 2nd lap:** Direct all racers toward English Landing Park, and 2nd lap 10K racers around Grigsby Field.
9. **West side of A-trust Bridge:** Direct all racers across bridge to English Landing Park. Hold non-racers off bridge while racers are crossing bridge.
10. **East side of A-trust Bridge:** Direct all racers to turn toward the course along the river.

Hold non-racers off of bridge while racers are crossing bridge.

11. **English Landing Park:** Direct all racers to turn north on course. Hold non-racers off course while racers pass.
12. **English Landing Park:** Direct all racers to turn west on course. Hold non-racers off the course while racers pass.

Race notes:

- Stay on designated course.
- Use marked 5K/ 10K start/ finish line in front of McKeon stage.
- Start both races at the same time for one mass start.
- Volunteers need to know their assignments and know to hold vehicle traffic and non-racers off course when racers are passing.
- Volunteers need to be identified with reflective vest and hand flag, if positioned on a roadway.
- Place all directional arrows, mile markers, and signage on course prior to start of the race.

BLOCK PARTIES

APPLICATION PROCESS

- Applicant must complete and sign the Block Party portion of the [special event application](#).
- All residents affected by the block party are required to sign the block party petition.
 - o The petition form must include each address which would be blocked and must give the date and opening and closing times of the party, and include a space for each householder to show his consent or dissent for the party to be held.
- Applicant must pay the \$50 public property event fee.

RULES

- Applicant must only block off the street portion specified herein during the hours requested
- Access must be granted for emergency vehicles and residents within the blocked off area
- Applicant and participants must comply with City Codes governing noise, liquor and fireworks
- Applicant is responsible for clean-up (remove trash from street, sidewalks and public property)
- Completed petition, application, and \$50 public event fee must be presented to City at least one (1) week before the party. The Chief and Public Works director may give City approval to the party if he/she has the consent of each affected household. Completed application and petition do not guarantee approval.
- A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

LEGAL

- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by City staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.

Event coordinator/applicant

Date