



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#21-08)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, October 13, 2021 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:01 PM on October 13, 2021.

A. Roll Call

Roll was called by Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Absent with prior notice were:

Neil Davidson

Laura Ozenberger

Adam Zink

Michelle Flamm

Robert Stuteville

Linda Arnold

Steven Sturgess left at 7:25 p.m.

Shawnda Witterstaetter

Dana Laiben

Marc Sportsman (Liaison)

A quorum of the Board was present.

Jeffrey Rhodes, Assistant to the City Administrator; Alysén Abel, Public Works Director; Chris Ashley, Project Manager; Tom Barnard, Park Superintendent; and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

2. CONSENT AGENDA

A. Approve the minutes for the September 8, 2021, regular meeting

ACTION: Adam Zink moved to approve the minutes for the September 8, 2021 regular meeting, noting that Liaison Marc Sportsman was present; Dana Laiben seconded.

RESULT: Motion Passed: 8-0.

3. ACTION AGENDA

- A. Approve an agreement with Embassy Landscape for the landscape and hardscape design and construction of the Busch Drive improvements (Public Works)

Alysen Abel, Public Works Director; and Chris Ashley, Public Works Project Manager, gave the background to the English Landing Park cul-de-sac project and presented the quote from Embassy Landscape. Staff suggests working directly with stone masons to get a better price, which would reduce the amount of Embassy's quote to \$56,766. Embassy includes a one-year warranty for plantings. Staff will reach out to three masons, and will update CLARB with the lowest quote. Chris Ashley recommends going with a different product than a flexible form liner after meeting with the concrete contractor Mid States Forms.

Discussions included the need for waterproofing inside of the concrete structure, the plantings, backflow prevention, the water and electrical boring from McKeon Stage, landscape design, and drainage. CLARB asked staff to look into the prevailing wage requirements. Some members of CLARB wanted more detailed information on the fill, plantings, sculpture or water feature, depth of the landscape bed, and overall design. There was discussion of whether to include a water feature or to possibly add it in at a later time. Tom Barnard, Park Superintendent, stated that the boulders would be of various sizes of 8-10 inches and 10-20 inches. There will be no standing water in the water feature, the water will be recirculated. As the area is being constructed, the boulders and landscaping will be adjusted aesthetically.

Liaison Marc Sportsman recommended moving forward with phase one of the project and scheduling a special meeting to discuss the concerns.

Staff agreed to schedule a special meeting for Monday, October 18th at 12:00 p.m., and will have a representative from Embassy Landscape in attendance to answer all questions. Staff recommended that the CLARB move to recommend the quote from Embassy contingent on all concerns to be addressed at the special meeting.

ACTION: Dana Laiben moved to recommend that the Board of Aldermen approve a construction agreement with Embassy Landscape for the landscape and hardscape portions of the Busch Drive improvements not to exceed \$56,766 with the condition that all of the questions will be answered at the October 18th Special Meeting. Shawnda Witterstaetter seconded.

RESULT: Motion Passed: 8-0.

4. NON-ACTION AGENDA

- A. 2022 Budget Update

Alysen Abel, Public Works Director, presented the updated 2022 Budget with some updated quotes. There will be a lease purchase for the tractor at \$7,000 per year for nine months. There was also a zero turn mower added in at \$18,500. The Busch Drive improvements will be adjusted. There was a small adjustment to Watkins Park for trail resurfacing and the Southern Platte Pass Trail was adjusted to \$70,000.

Discussions included the bike repair stations that will be placed at various locations in the park. There were also questions regarding the park entry sign design, which Abel stated there was a small committee that met last year and could send CLARB the approved design by CLARB and the Board of Aldermen.

5. STAFF UPDATES ON ACTIVITIES

A. Parks

Alysen Abel, Public Works Director, stated there would be a ballfield kick-off meeting to identify key dates for the schedule. The first round would be a review of conceptual designs at a joint Board of Aldermen and CLARB work session to be scheduled on November 10th at 5:30 p.m., Information will be forthcoming. There will be a public listening session and follow-up with an online survey. Once the schedule is finalized, staff will send it out. The traffic survey is anticipated to be completed by Thanksgiving.

B. Nature Sanctuary

Kristen Bontreger, Nature Sanctuary Director, will host a pumpkin carving event at English Landing Park on October 21st at 6:00 p.m. Ghost Stories is scheduled for Saturday October 23rd at 6:30 p.m.

C. Public Works

Members noticed the progress of the sidewalks on 9 Hwy. and said that they were looking good.

6. MISCELLANEOUS ITEMS FROM THE BOARD

Jeffery Rhodes, Assistant to the City Administrator, said that TurkeyTrot will be held this year. Brewfest is scheduled for this Saturday the 16th. Main Street Parkville Association has sold 1,500 tickets for Brewfest and are hoping to sell a total of 3,000.

Alysen Abel said that the shelter was installed at Watkins Park together with the hardscape and the pad for the shelter and parking has been poured.

7. ADJOURN

ACTION: Adam Zink moved to adjourn at 7:28 p.m.; Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

The minutes for October 13, 2021, having been read and considered by the Community Land and Recreation Board, were approved on the 10th day of November, 2021.


Bonnie Buckmaster, Public Works Assistant


Approval date