



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#22-01) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, January 12, 2022 6:00 PM

The Community Land & Recreation Board (CLARB) will be meeting in person as well as via telephone or video conference. Members of the public interested in this meeting are encouraged to [join the meeting via Zoom](#), or call (312) 626-6799, Webinar ID: 872 4117 9126, Passcode: 509784 - rather than appear at City Hall (note: occupancy will be limited).

1. CALL TO ORDER

- A. Neil Davidson, Chair
Adam Zink
Linda Arnold
Laura Ozenberger
Robert Stuteville
Michelle Flamm
Steven Sturgess
Shawnda Witterstaetter
Dana Laiben
Marc Sportsman (Liaison)

2. CONSENT AGENDA

- A. Approve the minutes for the November 10, 2021, regular meeting

3. ACTION AGENDA

- A. Parks Outreach Grant Application

4. STAFF UPDATES ON ACTIVITIES

- A. Parks
 - 1. Pocket Park
 - 2. Farmers Market
- B. Nature Sanctuary
- C. Public Works
 - 1. Downtown Restrooms

5. MISCELLANEOUS ITEMS FROM THE BOARD

6. ADJOURN

Posted Date January 10, 2022 @ By: Jeffery Rhodes
& Time: 12:30 PM



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#21-09)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, November 10, 2021 7:00 PM

City Hall Board Room

1. CALL TO ORDER

A. Roll Call

Neil Davidson - Chair, Adam Zink, Dana Laiben, Robert Stuteville, Laura Ozenberger, Shawnda Winterstaetter, Steven Sturgess, Michelle Flamm. Linda Arnold, Marc Sportsman - Board Liaison

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

Members present were:

Neil Davidson

Adam Zink

Michelle Flamm

Linda Arnold

Steven Sturgess

Shawnda Witterstaetter

Absent with prior notice were:

Laura Ozenberger

Robert Stuteville

Dana Laiben

Marc Sportsman (Liaison)

A quorum of the Board was present.

Alysen Abel, Public Works Director; Jeffery Rhodes, Assistant to the City Administrator; 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 October 13, 2021, regular meeting

ACTION: Adam Zink moved to approve the Minutes for the October 13th Regular Meeting Steven Sturgess seconded.

RESULT: Motion Passed: 6-0.

B. Approve the minutes from the October 18, 2021, Special Meeting

ACTION: Adam Zink moved to approve the Minutes for the October 18, 2021 Special Meeting Minutes; Steven Sturgess seconded.

RESULT: Motion Passed: 6-0.

3. NON-ACTION AGENDA

A. Veterans Memorial Project Update

This item will be postponed to the January, 2022 meeting and there will be a formal plan and update from the Veterans Memorial representative.

4. ACTION AGENDA

A. Approve a construction agreement with Woodward LLC for masonry work for the Busch Drive improvements (Public Works)

Alysen Abel, Public Works Director, gave an update to the Busch Drive Improvements project. Chris Ashley, Public Works Project manager, provided a progress picture of the work that Mid States Forms had completed so far. Staff obtained quotes for the masonry work for the project and has contracted with Woodward Masonry which will go before the Board of Aldermen for approval on November 16th. Phase 2 of the project will include the contract with Embassy Landscaping, which will include prevailing wages. Staff also obtained quotes for the water feature and will contract with Good Earth Water Gardens for a total of \$19,259. The concrete structure should be completed within the next few weeks, the masonry work should be completed by the end of the year; and the landscaping and water feature will be completed in Spring 2022. The budget impact for this project will be under \$140,000.

ACTION: Adam Zink moved to recommend that the Board of Aldermen approve a construction agreement with Woodward LLC for the masonry work on the Busch Drive improvements in the amount of \$19,800. Steven Sturgess seconded.

RESULT: Motion Passed 6-0.

5. UPDATES & MISCELLANEOUS ITEMS FROM STAFF

A. Parks

Chris Ashley provided a picture of the Watkins Park progress which included the parking, shelter and trail. A tree will be removed and the playground equipment will be installed when received. There have been supply issues with playground equipment. The mulch, bbq grill and picnic table are to be installed.

Tom Barnard, Park Superintendant, said that the material from the roundabout is being used at the A Truss Bridge approach and the ELP restroom. CLARB told Tom that he is doing a great job with the parks. Barnard also commented that he is in great need for seasonal and permanent workers and that the current wage of \$14 per hour is not enough, with the surrounding areas paying much higher wages.

1. Farmers Market Update

Staff met with a structural engineer and had an estimate to evaluate how to repair the existing structure. There eventually will need to be public engagement on what to do

next with either moving it, repair it, etc.

B. Nature Sanctuary

Successful ghost stories with 800 plus participants with a great band. There will be a lot of upcoming community events and eagle scout projects planned.

C. Public Works

Alysen Abel, Public Works Director, said that there is not much to report regarding the wetlands. Staff continued to have meetings, and they have not gotten anywhere. She will update with any new details at upcoming meetings.

Pocket Park update - Staff is working with the contractor and coordinating with the property owner. Anticipating to begin in early 2022.

Entry Sign update - Staff is working with Vireo and asked for a representative from CLARB to help with the design. Michelle Flamm volunteered.

The streets department has been preparing the trucks for the snow season.

D. Park Events

Jeffery Rhodes, Assistant to the City Administrator, has included the event list in the packet. He is working on getting an online reservation option.

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN

Adam Zink moved to adjourn at 9:00 p.m.; Michelle Flamm seconded; Motion passed 6-0.

The minutes for November 10, 2021, having been read and considered by the Community Land and Recreation Board, were approved on the 12th day of January, 2022.

Bonnie Buckmaster, Public Works Assistant

Approval date

**CITY OF PARKVILLE
Policy Report**

Date: January 10, 2022

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Jeffery Rhodes, Asst. to City Administrator

ISSUE:

Parks Outreach Grant Application

BACKGROUND:

In 2009, the voters of Platte County approved a 10-year, half-cent sales tax for parks, recreation, and stormwater control. A portion of the sales tax proceeds are allocated for the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs. Approximately \$250,000 is available each year through this program. In 2020, the voters of Platte County approved the sales tax renewal, supporting parks at a quarter-cent sales tax.

The Platte County Commission developed the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet our common goals. Applicants must be a local government, school district, or other public subdivision of the State of Missouri.

Groups who are awarded grants can use the funds for a number of purposes related to parks and recreation. Eligible projects include, but are not limited to, the development or improvement of recreational facilities such as playgrounds, ball fields, and trails. During previous meetings, the Community Land and Recreation Board (CLARB) discussed the 2022 Parks Capital Improvements Program (CIP).

Since that time, staff has brainstormed ideas related to the Outreach Grant. Here is a list of items:

1. Replace the two existing first-come-first serve shelter buildings.
2. Install a new shelter building between the West Shelter and McKeon Stage.
3. Install lamp posts along the trail, between the A-Truss Bridge and Grigsby Field
4. Purchase heavy-duty round tables for McKeon Stage, along with a concrete ping pong table.
5. Additional amenities for the Busch Drive Improvements such as benches, interpretive signs, drinking fountain, etc. to complement the planned improvements.

The Outreach Grant application is due next Friday, January 21st. The grant proposal will be presented to the Board of Aldermen on January 18th, with a request for a Resolution of Support for the grant application.

BUDGET IMPACT:

There is funding available in the Parks Sales Tax for the local match associated with the Outreach grant.

ALTERNATIVES:

1. Provide feedback to staff regarding the Outreach Grant application.
2. Do not apply for an Outreach Grant in 2022.

STAFF RECOMMENDATION:

Staff recommends that the City submit an Outreach Grant application for one of the projects listed above.

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 City staff prepare an Outreach Grant application for _____.

ATTACHMENTS:

None



CITY OF PARKVILLE Memorandum

Date: November 29, 2021

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent

RE: November 2021 Parks Activity Report

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

- Busch Drive Improvements: Asphalt cut and removed to form footings for retaining wall. Excavated for footings, dirt was removed and stockpiled for future use. Rebar and forms were delivered and set. Concrete footers were poured.
- Truck Maintenance: City trucks were serviced, oil changed and fluids checked. Salt spreaders were serviced and installed on truck to prepare for snow operations.
- Eagle Scout Project: Eagle Scout Jaron Morgan from Troup 1028 (Platte City) planted, staked and mulched 6 trees in the Dog Park for his Eagle Scout project.
- Watkins Park Project: The Locust tree was removed in Watkins Park. The area around the new shelter was seeded with dormant seeding.
- Irrigation Systems: The irrigation systems were winterized at City Hall, Pocket Park, Triangle, and Grigsby Field.
- Dog Park Maintenance: The Dog Park was aerated. The area was seeded with dormant seeding.
- Tree Planting: Tree plantings continued by Parks staff. Trees were planted, mulched and watered.
- Ballfield Maintenance: Grigsby Field was fertilized.
- Event Preparation:
 - Turkey Trot race materials were distributed. Cones, barricades and signage were set for the event.
- 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.



CITY OF PARKVILLE Memorandum

Date: January 4, 2022

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent

RE: December 2021 Parks Activity Report

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

- Farmers Market: Pots were removed from Farmers Market for the winter.
- Tree Maintenance: Following a tree down on the east end of English Landing Park, the tree was cut up and removed.
- Busch Drive Improvement: The trench was dug out for electric conduit connection at Busch Drive. Drain tile connections were made. The masonry work was initiated and 50% complete on the retaining wall.
- City Hall Landscaping: The Maple tree was pruned at City Hall.
- PAC Pond Maintenance: The trees and brush along the shoreline of the PAC pond were pruned and removed.
- Storm Damage: There were high winds of 50 mph in December. There was no major damage, only small limbs were down.
- Drinking Fountain Maintenance: Drinking fountain blowouts completed and water shut off for the season.
- TRIM Grant: The work associated with TRIM grant was initiated and completed.
- Ball Fence: Fence quotes were received.
- Tree City USA: The City of Parkville received the certification for its 32nd year in a row.
- Snow Operations: Snow shovels, salt and supplies were stored at City Hall for future snow events.
- Dog Waste Basket: The dog waste basket was replaced in English Landing Park.
- Restroom Plumbing: On December 31st, the valves in the restroom were removed due to the drop in temperatures in the forecast. Insulation is needed in the restroom attic to assist with the low temperatures. The heaters are not efficient enough during the below freezing temperatures.
- Event Preparation:
 - Cones, barricades and signage were set for Christmas on the River.



November 2021 Work Report
Parkville Nature Sanctuary

Kristen Bontrager

Programming – Winter Wonderland has been scheduled for December 11th. A volunteer meeting was held on Nov. 17th at City Hall. Tasks were assigned and materials were gathered for the activities. Mark McKellar of Backyard Bird Center graciously donated a large bag of bird seed. A prep meeting will be held December 6th at City Hall to prepare the crafts and décor for Winter Wonderland. Both Alan Schank and Tom Barnard will be assisting by bringing two extra picnic tables up to the Scout Shelter for this event.

Letters to Santa will begin on Dec. 1st where Santa's mailbox will be mounted on the picnic tables at the Sanctuary with stationary and pencils available to visitors at the kiosk. As with last year I will also have the stationary available at City Hall so City Staff and their children as well as visitors can all leave letters for Santa. Letters will be gathered beginning December 14th to begin writing return letters to those who leave their address. I ask that anyone available assist with this as we sent out 104 letters last year.

FOPNS- Is selling 2022 calendars for pick-up at City Hall. They are also selling them at the sanctuary on weekends and will be present at Turkey Trot registration to sell calendars and ball caps. FOPNS brought Winter Wonderland flyers on their table at Turkey Trot registration.

7 memorial bricks have been engraved and ready to install in the memorial butterfly garden patio. Installation will occur December 2nd.

Partnerships- On November 9th the Deep Roots council of partners met for the annual end of the year "Happy Hour" at Scout Shelter. Wayne Frazier and Jeff Rhodes accompanied me at this meeting. Following the meeting I met with Larry Rizzo of Habitat Architects at Swope Park on November 30th to learn about their land management practices to that we may adopt them to help PNS eradicate invasive species. Be on the lookout for a woodland burn in 2022 and 2023!

Magali Rojas the Crew Action Leader for Heartland Conservation Alliance and I met after the council of partners and she is going to bring her staff to volunteer at Winter Wonderland.

For more information on Deep Roots check them out here <https://deeproots.org/>

Trail Maintenance – The focus on trail maintenance until spring time will be primarily Honeysuckle removal. We will begin prep for the prairie burn beginning December 1st. Regular trail maintenance such as keeping trails clear of debris and trash will continue.

Volunteers- Bill Beyer and Dan Day along with Wayne Frazier repaired another bridge on November 5th. Volunteers have been helping with trash pick-up, organizing events, preparing materials for activities, mulching trails, and removing invasive bush Honeysuckle.

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
August	52	962
September	48	1010
October	386	1396
November	60	1456

Parkhill School District Professional Studies – Emily Rea will be finishing her internship on December 2nd and will be presenting about her experience at the December 7th Board of Aldermen meeting.

Eagle Scout – John Stegman completed his Eagle Scout project on November 7th. He will be sending pictures coming soon so that he can present his project to BoA.



December 2021 Work Report
Parkville Nature Sanctuary

Kristen Bontrager

Programming – Winter Wonderland was successfully held on December 11th. Over 70 people in attendance with 14 volunteers assisting with name tags, registration, activity organization, keeping attendees in line during the hike, and handing out our cipher.

All pre-organized crafts were used up and adored by the children. Many recycled plastic bird feeders are still being used on our trails.

At this event I recruited four contacts to be new volunteers.

FOPNS- seven memorial bricks have been installed on the butterfly garden patio. The next FOPNS meeting will be held Jan. 24th. We will discuss upcoming projects at PNS and the future of the memorial tree program.

Partnerships- PNS continues to maintain and work with our partners, many of whom were present from Heartland Conservation Alliance and Environment Missouri, and the Conservation District, to assist with Winter Wonderland.

Trail Maintenance – Wayne and I have repaired many bridges in the sanctuary this month. Unfortunately there are two bridges that will need full replacement come spring. Bill Beyer has agreed to create a materials list for us and to lead the project and direct us/ Boy Scout recruits how to properly rebuild the bridges.

Wayne repaired and reinstalled a Blue Bird Box along the trails near the waterfall.

Volunteers- Many volunteers assisted with the planning and implementation of Winter Wonderland.

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
August	52	962
September	48	1010
October	386	1396
November	60	1456
December	117	1573

Parkhill School District Professional Studies – Emily Rea presented to the Board of Aldermen on December 7th. She did a phenomenal job and got the recognition that she deserved for all of her hard work! I interviewed our next intern candidate on December 10th, her name is Raquel Tenbrink and she will begin her internship on January 24th. I will have her assist me in implementing summer camp activities and help me coordinate volunteer work days.

Eagle Scout – Tyler Stegman completed his Eagle Project and presented at the December 21st Board of Aldermen meeting.



PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
DECEMBER 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 continues to meet with wetland experts with the Corps of Engineers to review the current condition of the wetlands. Staff will plan a presentation in a future CLARB meeting to provide an update once a plan is developed.
STATUS – IN PROGRESS.
2. Pocket Park Improvements – In December 2020, the Board of Aldermen approved the Pocket Park Master Plan. There are two separate projects: (1) bollard/bump out safety improvements in front of Pocket Park; and (2) reconstruction of the south stairs. The Board of Aldermen approved the contract for the bump-out design, along with a change order to install decorative planters in conjunction with the bollard inner core. A pre-construction meeting was held in June with the contractor. The Board of Aldermen approved the contract for the improvements to the stairs and relocation of statue. Staff will continue to coordinate with the two contractors, as well as property owners and MSPA representatives throughout the construction. It is anticipated that the work will start in April 2022.
STATUS – IN PROGRESS.
3. 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. The concepts were presented to CLARB and the Board of Aldermen in April. The Board of Aldermen approved a professional services agreement with Vireo to develop the preliminary and final drawings and specifications for the new signs. It is anticipated that the design will be completed so that the signs can be constructed in 2022.
STATUS – IN PROGRESS.
4. Busch Drive Roundabout Improvements: Funding was included in the City's Capital Improvement Program to improve the traffic circle at the end of Busch Drive in English Landing Park. The improvements include a new retaining wall, landscape, hardscape and a fountain feature. The retaining wall was formed and installed. The masonry is currently being applied to the retaining wall. Boring for the electrical and water lines were installed. Embassy Landscape is contracted for the

landscape and hardscape features. Good Earth Water Gardens is contracted to install the water feature. There are elements that could be completed by City staff. All of the contracts have been approved for the separate disciplines of work. The work will start at the end of 2021, it is anticipated that the work will be complete in Spring 2022.

STATUS – IN PROGRESS.

5. Watkins Park Improvements – In November 2020, the Board of Aldermen approved the Watkins Park Master Plan. The Board of Aldermen approved the revised Watkins Park Master Plan in March 2021. The City received an Outreach Grant from Platte County to assist with the improvements to Watkins Park. The majority of the work has been completed, including the construction of the shelter building and parking lot. Wooden fencing was installed at the entrance to the park. The playground equipment purchase order was approved in June and is currently being fabricated. Due to material shortages, the playground equipment will not be delivered until early 2022. It is anticipated that the work will be completed in early 2022.

STATUS – IN PROGRESS.

6. PLP Ballfield – Parkville received a Park Partnership Grant from Platte County in June 2021. ward for the Partnership Grant in the amount of \$1 million from Platte County in June 2021. The contract for the design consultant will include public engagement. The Board of Aldermen approved a professional services agreement with McClure Engineering for the design and public engagement. The traffic data is currently being collected by GBA for the street network in the park. Additional traffic studies will be performed this fall to analyze the street network leading into downtown Parkville. A project kick-off meeting was held with staff and the consultants to review the scope of the contract and the anticipated schedule. There will be opportunities for public engagement through public input sessions and online surveys.

STATUS – IN PROGRESS.