



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#22-02) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, February 9, 2022 7:00 PM

AMENDED

City Hall Board Room

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: 836 5725 1308, Passcode: 934222 - 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 January 12, 2022, regular meeting

3. NON-ACTION AGENDA

- A. Veterans Memorial Project Update

4. ACTION AGENDA

- A. Approve the preliminary concepts for the Park Entryway Signage (Public Works)
- B. 2022 Elections of Board Officers

5. STAFF UPDATES ON ACTIVITIES

- A. Parks
- B. Nature Sanctuary

Posted Date & Time: 2/7/2022
UPDATED - 2/8/2022 @
2:00PM

By: 1st - BB
Update - JPR

C. Public Works

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN

Posted Date & Time: 2/7/2022
UPDATED - 2/8/2022 @
2:00PM

By: 1st - BB
Update - JPR



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#22-01)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, January 12, 2022 6:00 PM

1. CALL TO ORDER

Roll was called by Alysén Abel, Public Works Director.

Members present were:

Neil Davidson

Adam Zink

Laura Ozenberger

Linda Arnold

Steven Sturgess

Shawnda Witterstaetter

Dana Laiben

Absent with prior notice were:

Bob Stuteville

Michelle Flamm

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

2. CONSENT AGENDA

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

ACTION: Adam Zink moved to approve the minutes from the November 10, 2021 regular meeting; Laura Ozenberger seconded.

RESULT: Motion Passed: 7-0.

3. ACTION AGENDA

A. Parks Outreach Grant Application

Alysén Abel, Public Works Director, gave an overview of the five projects proposed for the Parks Outreach Grant Application listed in the packet.

ACTION: Laura Ozenberger moved to recommend that the City staff prepare an Outreach Grant application for the lamp posts along the trail, between the A-Truss Bridge and Grigsby Field; Adam Zink seconded.

RESULT: Motion Passed: 7-0.

4. STAFF UPDATES ON ACTIVITIES

A. Parks

1. Pocket Park

Staff is working with the contractor on the schedule for the work on the stairs and the relocation of the Grigsby statue to the upper deck. The city plans to hire a geotechnical engineer to inspect the area for the statue prior to the relocation.

2. Farmers Market

Staff plans to hire a structural engineer to look at the structure for possible rehab.

B. Nature Sanctuary

C. Public Works

1. Downtown Restrooms

Main Street Parkville Association (MSPA) and the Downtown CID are looking to put a public restroom in, north of the railroad tracks on Main Street near Bentley Guitar. This space is city-owned. The Downtown CID supports grants through the (MSPA) and will contribute \$35,000 together with two residents that will contribute a total of \$10,000. The total cost of the restroom is estimated to be \$75,000-\$80,000. MSPA will apply for an Outreach Grant through Platte County for a portion of the cost.

MSPA's grant application will not compete with the city's Outreach Grant application.

5. MISCELLANEOUS ITEMS FROM THE BOARD

Wetland update - Staff had been meeting with the Corps of Engineers quite regularly until a few weeks ago. Staff is actively trying to find solutions. CLARB members asked staff to invite a representative from the Corps to a future CLARB meeting to give an update.

CLARB member mentioned that the decking in Pocket Park had rotted over by the stairs by Franks - Tom Barnard, Parks Superintendent, to take a look at it.

6. ADJOURN

ACTION: Adam Zink moved to adjourn at 7:30 p.m.; Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

The minutes for January 12, 2022, having been read and considered by the Community Land and Recreation Board, were approved on the 9th day of February, 2022.

Bonnie Buckmaster, Public Works Assistant

Approval date

**CITY OF PARKVILLE
Policy Report**

Date: February 8, 2022

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Jeffery Rhodes, Asst. to City Administrator

ISSUE:

Approve the preliminary concepts for the Park Entryway Signage (Public Works)

BACKGROUND:

In 2020, the City engaged Vireo to assist with the effort to host design workshops with a small committee comprised of the Mayor, Aldermen and Community Land and Recreation Board (CLARB) representatives. From the small committee discussions, the designers created sign concepts. On April 20, 2021, the Board of Aldermen approved the concepts for the parks entryway monument and wayfinder signage for the riverfront parks.

Since that time, staff has been working with Vireo on the preliminary design for the park signage. The sign package includes one monument sign at the entrance to the riverfront parks, two secondary signs for each of the parks, vehicular directional signs, pedestrian wayfinder signs, and two park kiosk signs. These concepts have been reviewed by the small committee members.

If approved by CLARB, this item will proceed to the Board of Aldermen on February 15th. Once CLARB and the Board of Aldermen have approved the preliminary concepts, the designers will start working on finalizing the design and developing the construction documents.

There is budget that spans over two years associated with this project. The design will be included one package for all of the sign types. The primary and secondary signs can be completed by the end of 2022, while the rest of the signs can be completed in early 2023.

BUDGET IMPACT:

The Parks Sales Tax Fund includes \$100,000 in 2022 and \$100,000 in 2023 for the installation of parks entryway monument and wayfinder signage.

ALTERNATIVES:

1. Approve the preliminary design for the parks entryway monument and wayfinder signage.
2. Provide feedback to the consultant and staff related to the signage.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of the preliminary design concepts so that the final design package can be completed. The bid documents will include all signage types, but the contractor will allow the signs to be fabricated and installed over two budget years.

POLICY:

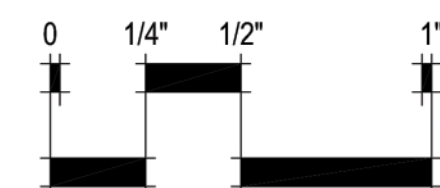
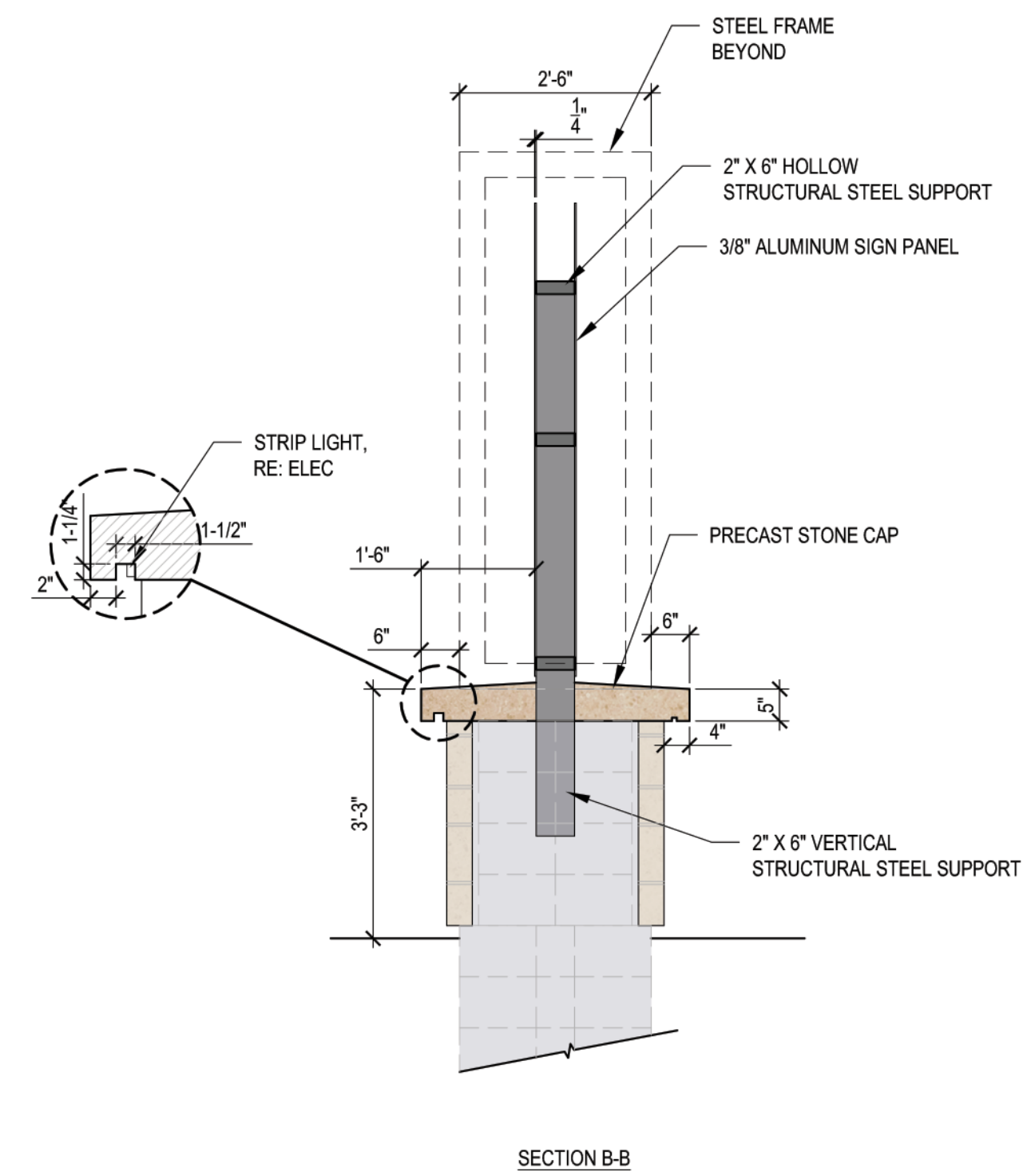
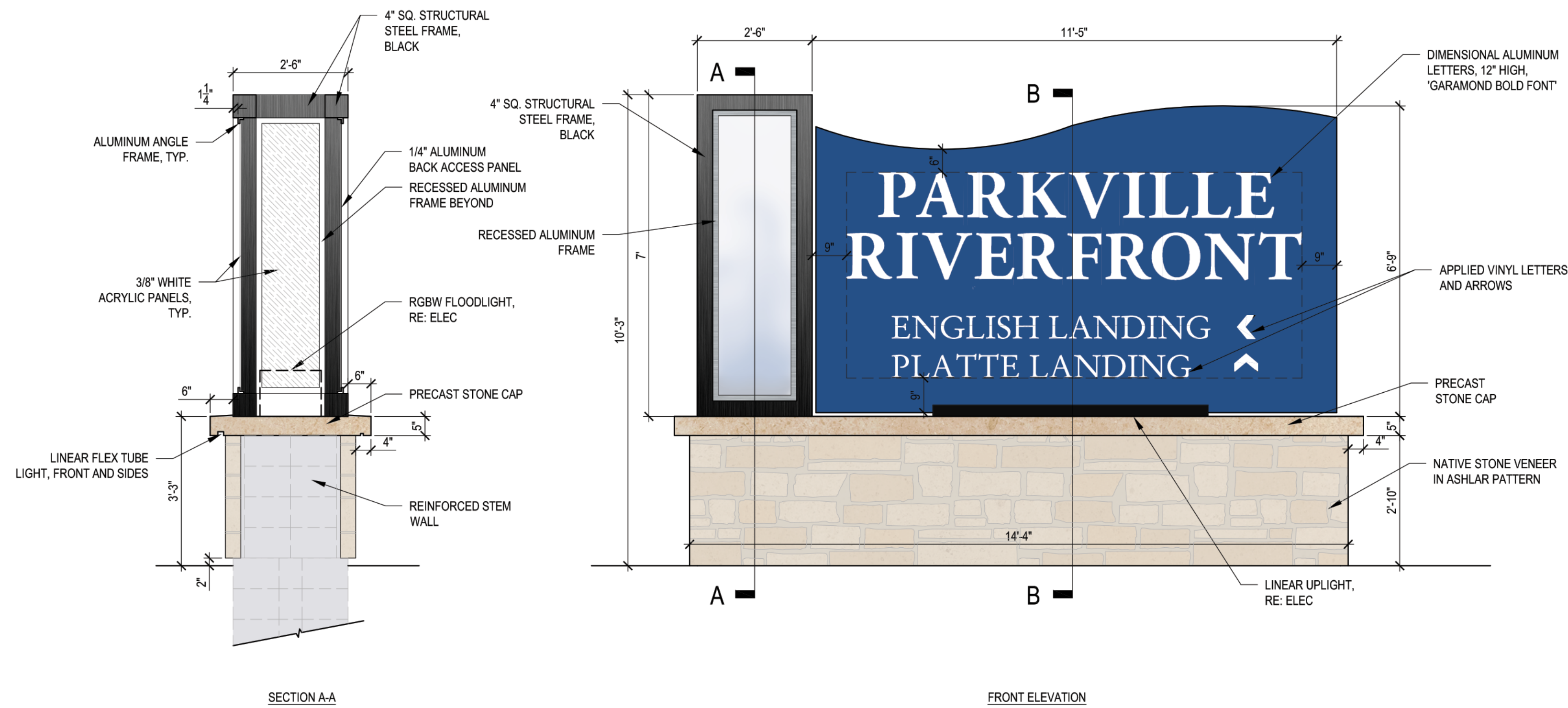
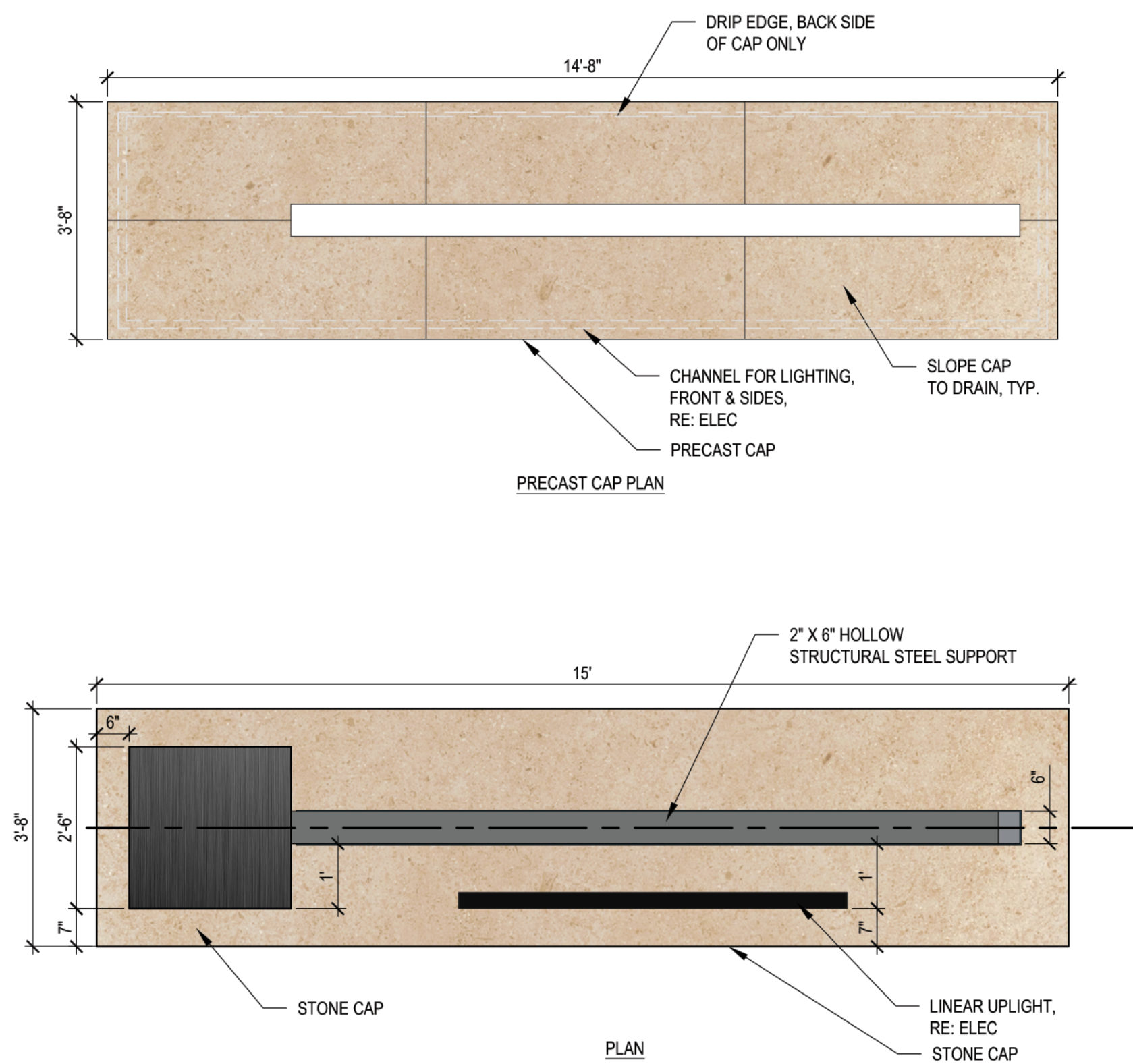
Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

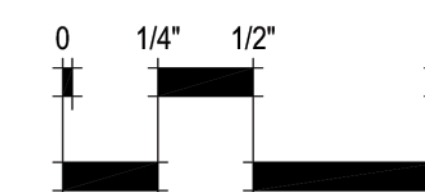
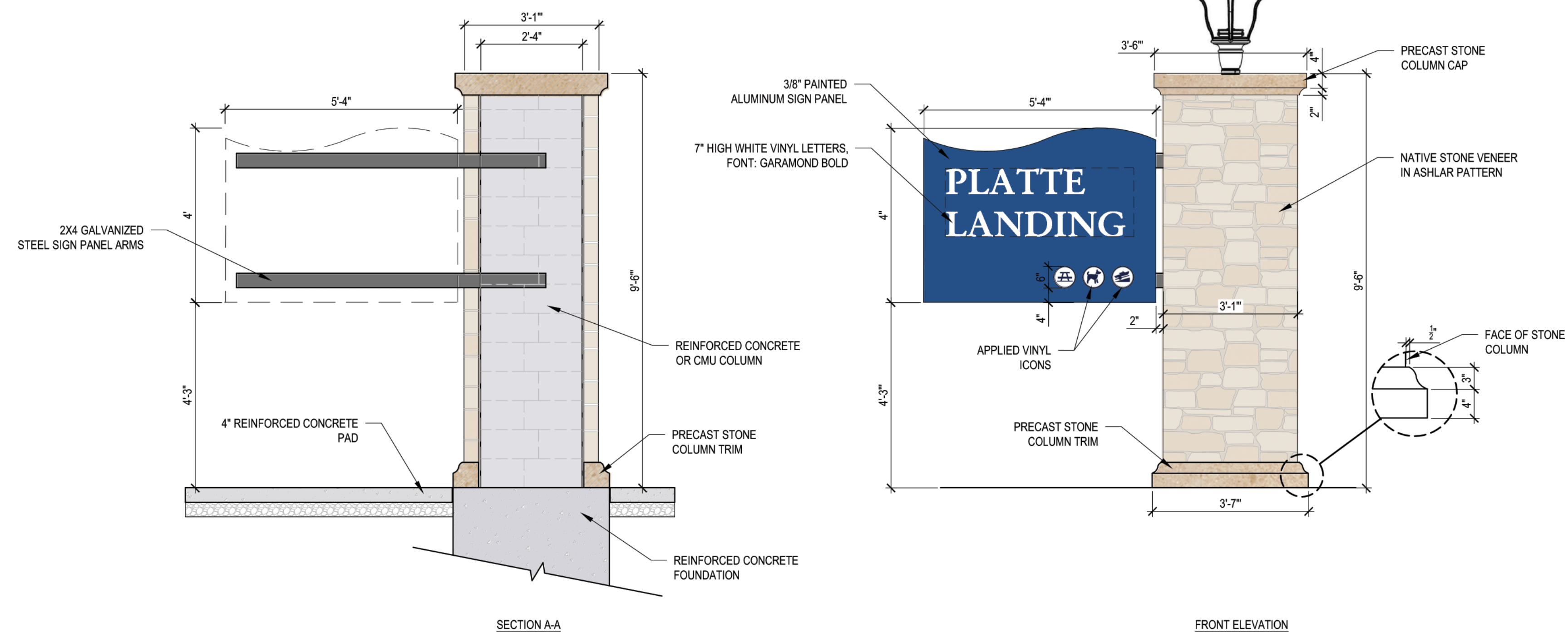
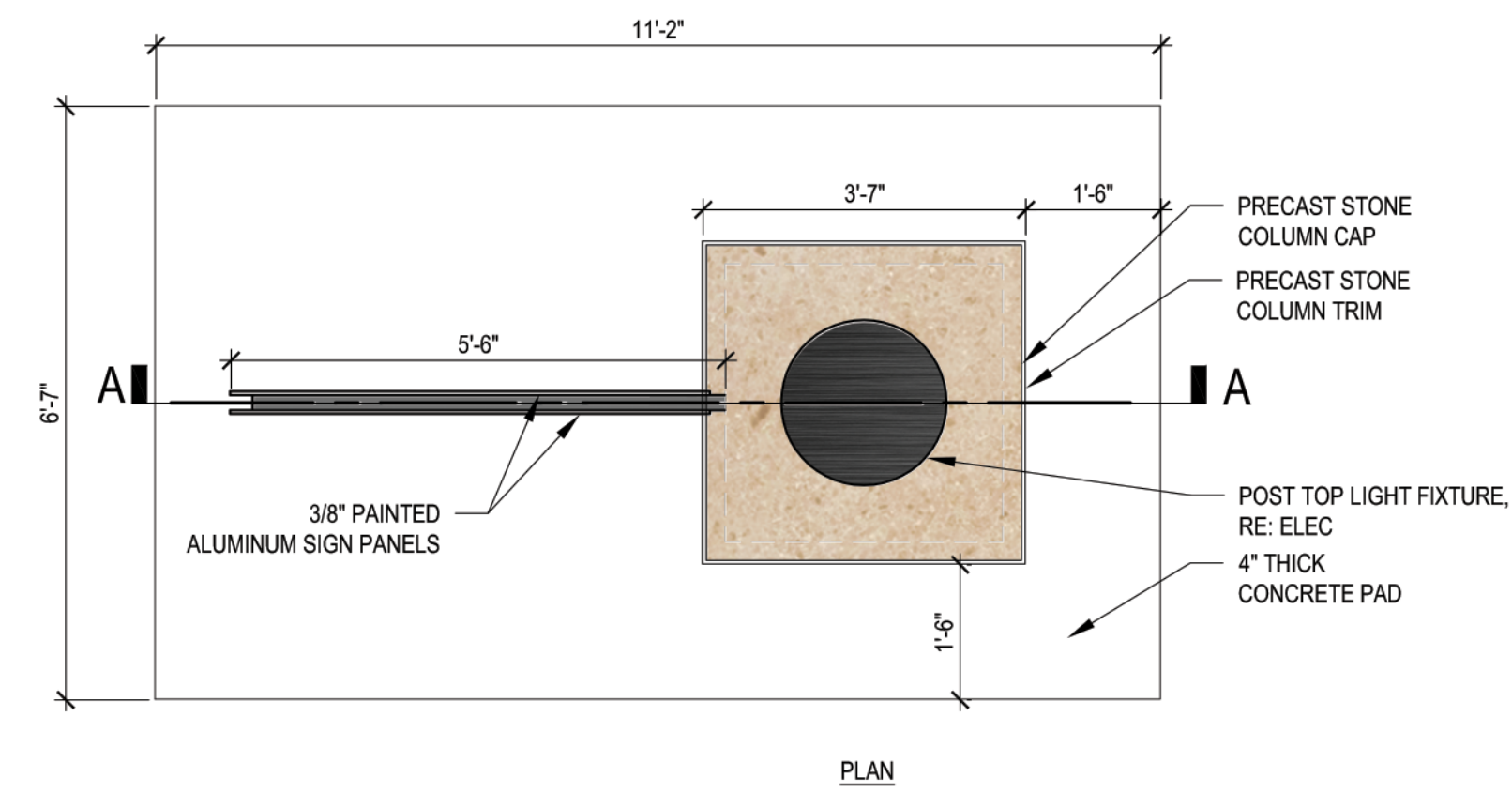
I move to recommend that the Board of Aldermen approve the preliminary design of the Park Entryway Signage.

ATTACHMENTS:

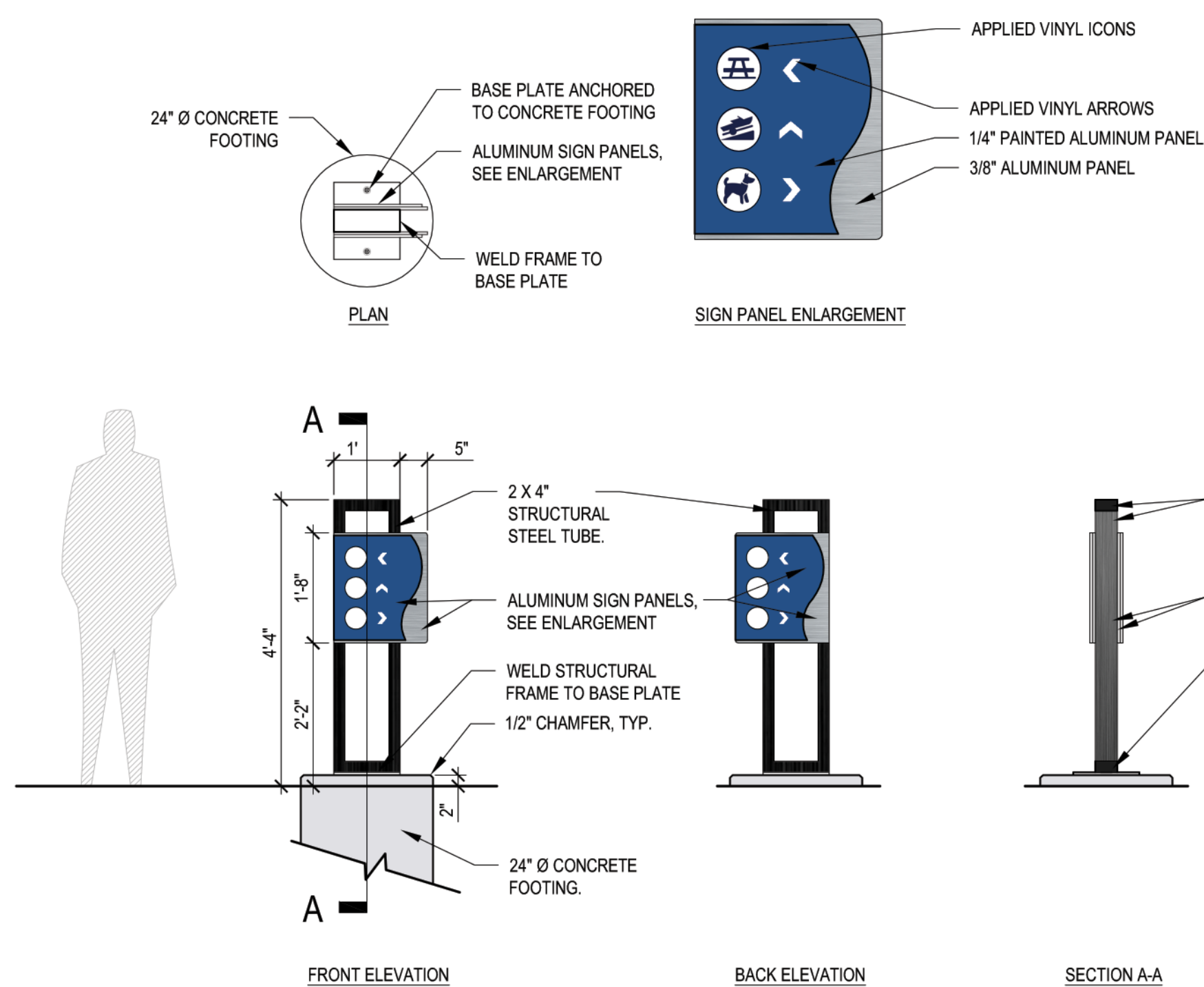
1. Preliminary Design
2. Monument Lighting



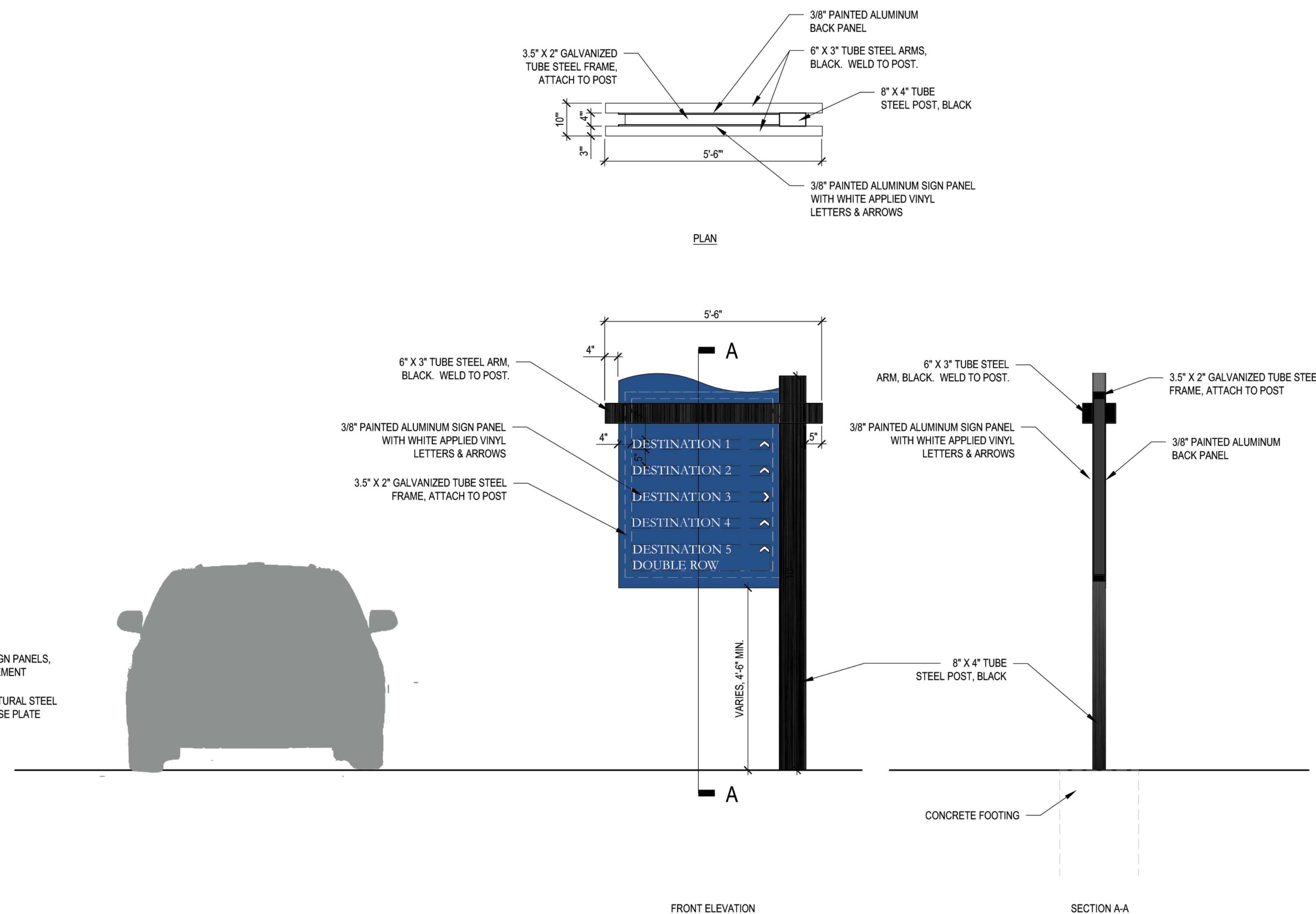
PRIMARY MONUMENT



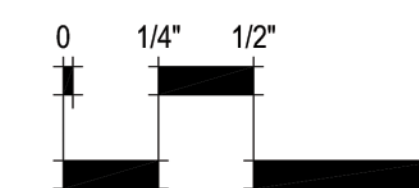
SECONDARY MONUMENT



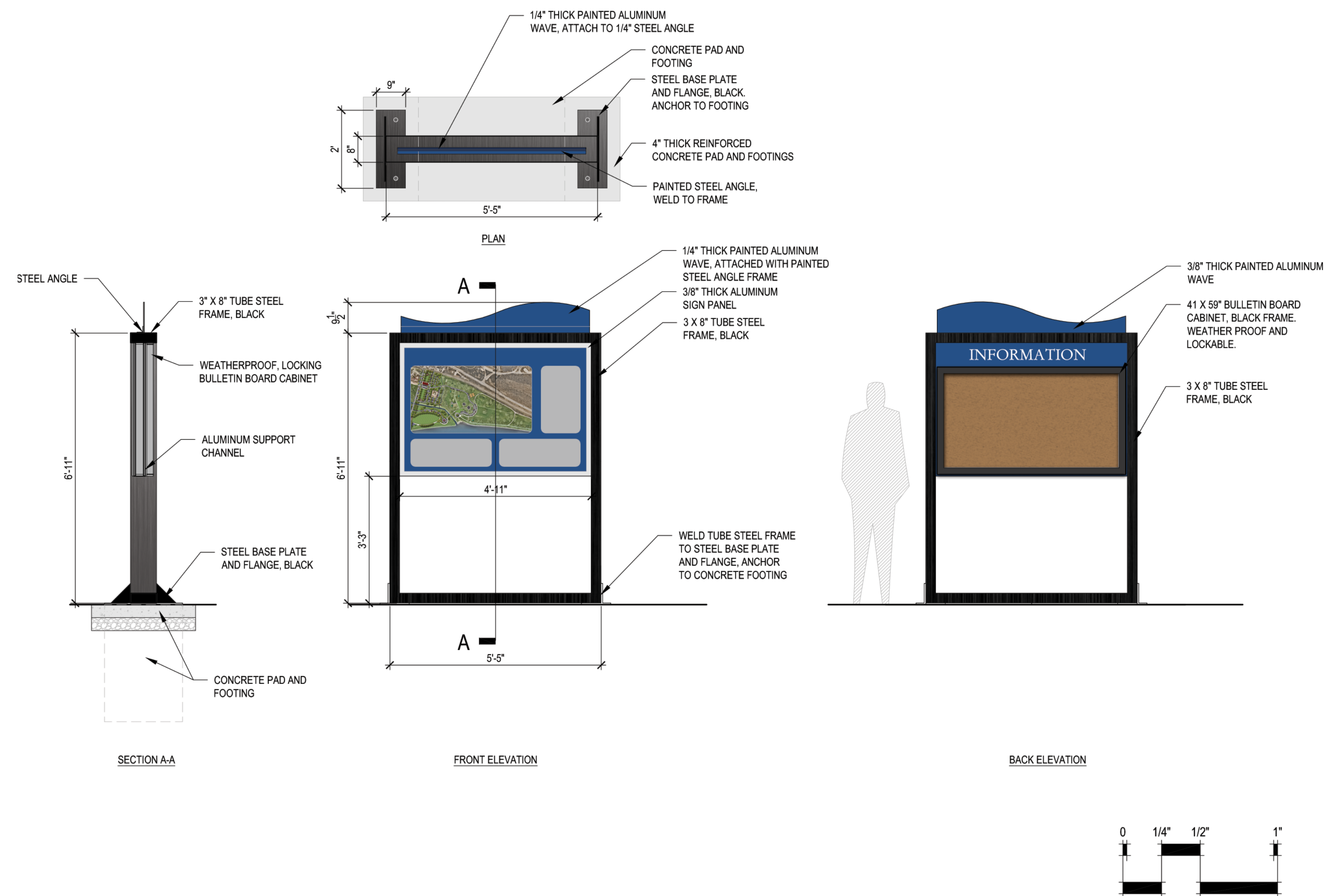
PEDESTRIAN DIRECTIONAL



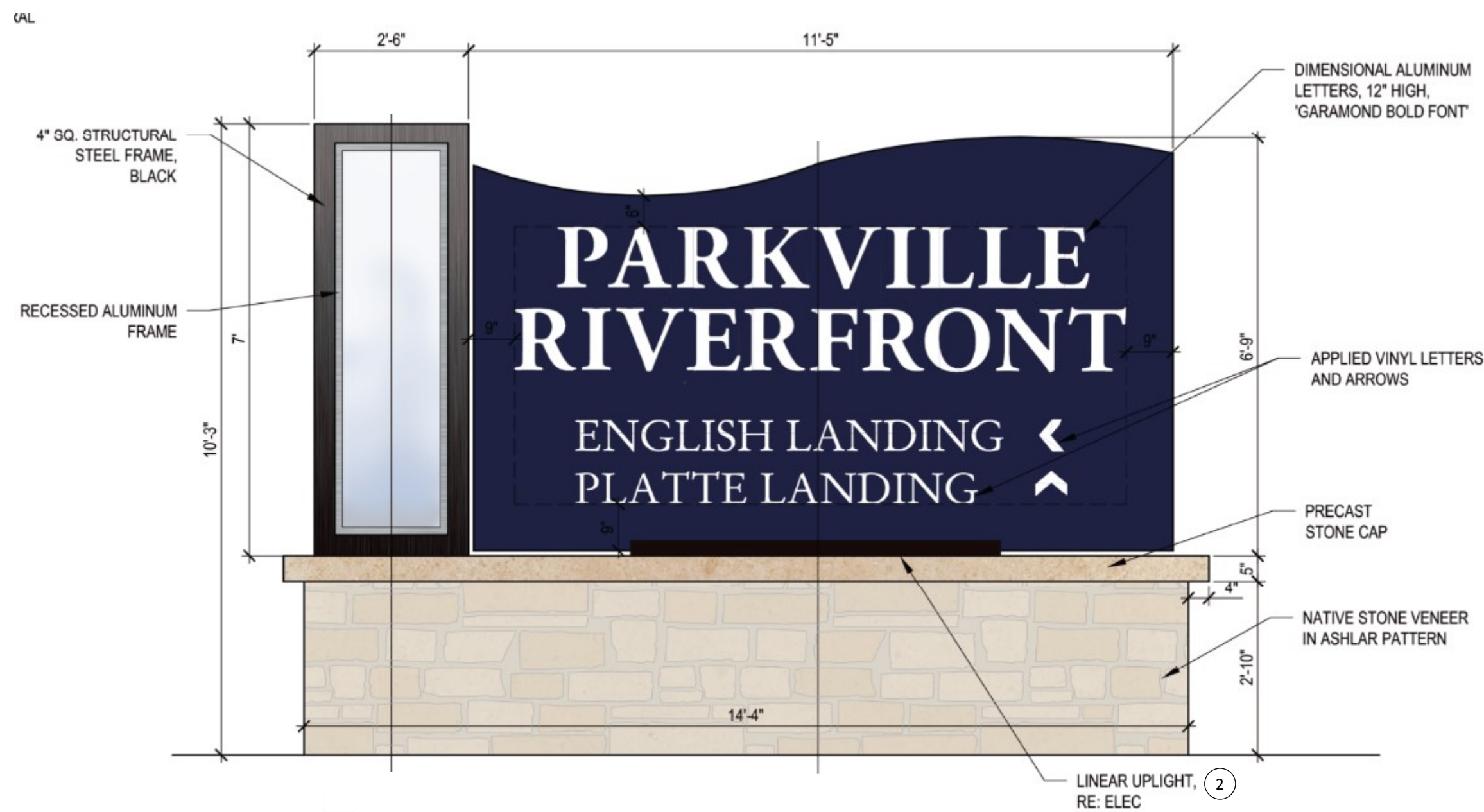
VEHICULAR DIRECTIONAL



VEHICULAR & PEDESTRIAN WAYFINDING



KIOSK

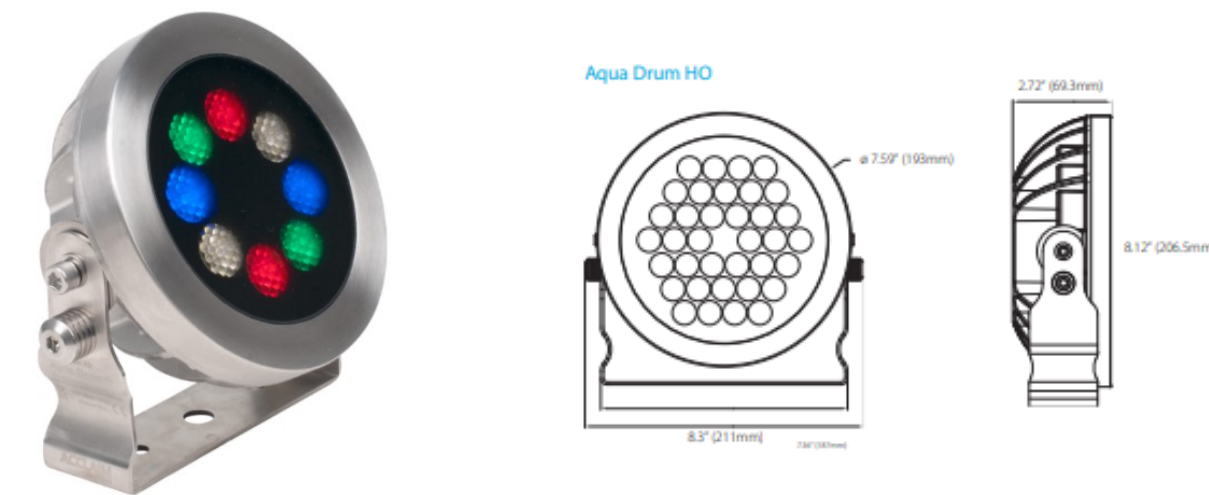


*ILLUMINATE FRONT AND SIDES OF SIGN ONLY.

- ① **LUMINAIRE:** SUBMERSIBLE, COLOR CHANGING FLOODLIGHT INTERNAL TO KIOSK.

CONTROL: RGBW CONTROLLER WITH AUTO TIME ON/OFF

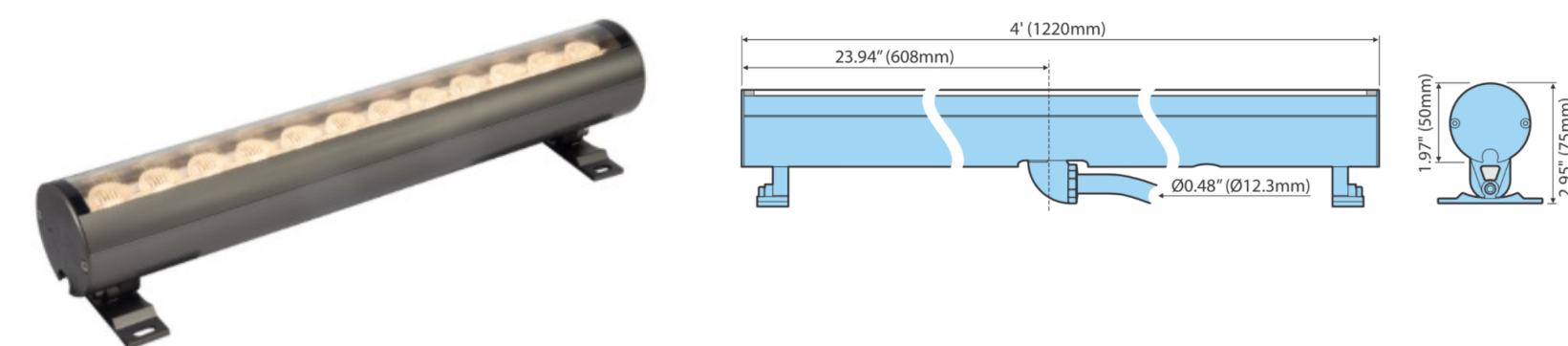
ELECTRICAL: REMOTE DRIVER REQUIRED. MOUNT DRIVER AND CONTROLLER IN WEATHERPROOF ENCLOSURE ON ADJACENT POLE OR UNISTRUT. MOUNT AT A MINIMUM 5FT (ABOVE FLOOD LINE.)



- ② **LUMINAIRE:** 4FT-8FT LINEAR SUBMERSIBLE LUMINAIRE. SUBMERSIBLE UP TO 10FT. OPERATES ABOVE WATER AND BELOW.

CONTROL: ON/OFF VIA PHOTOCELL.

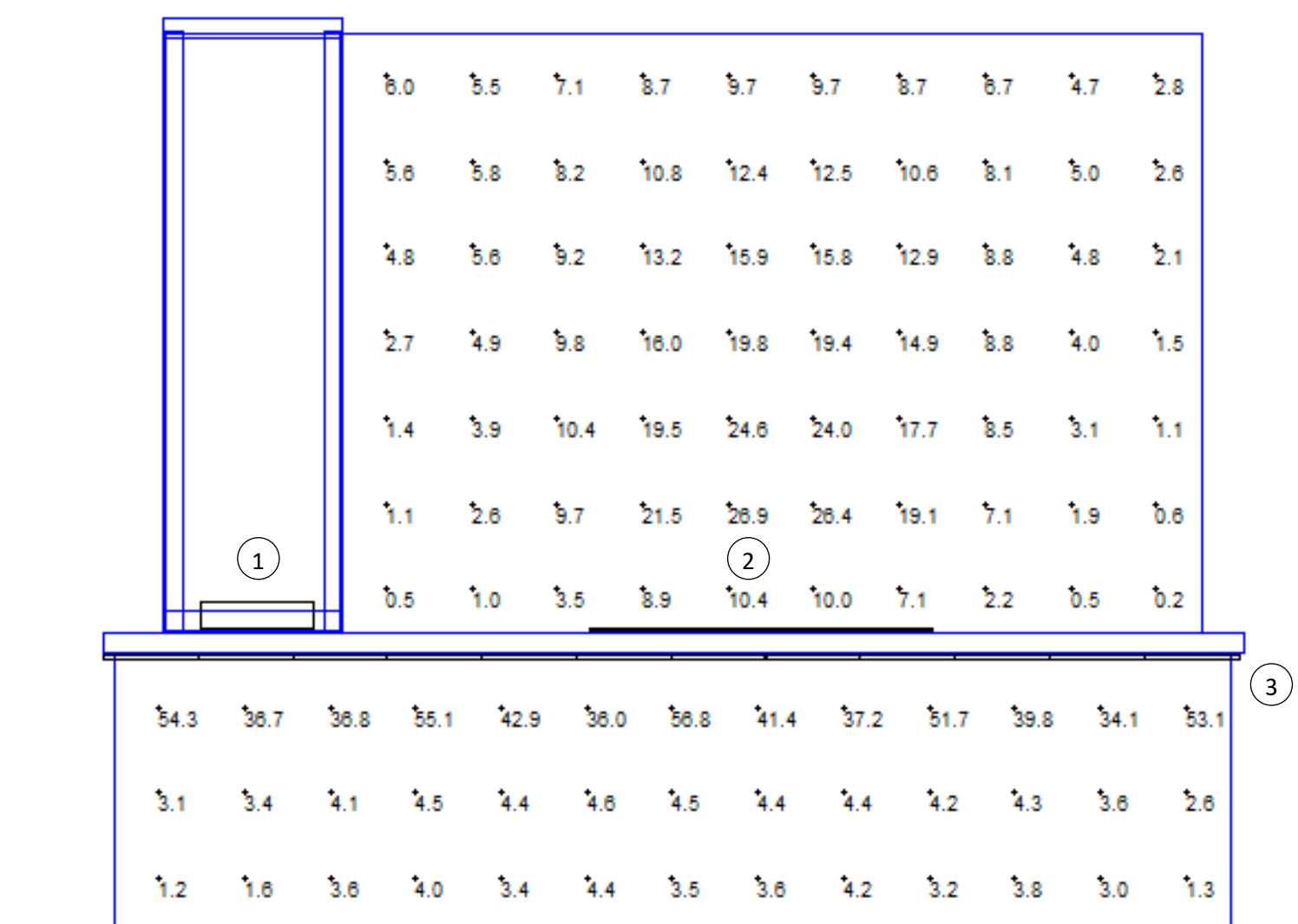
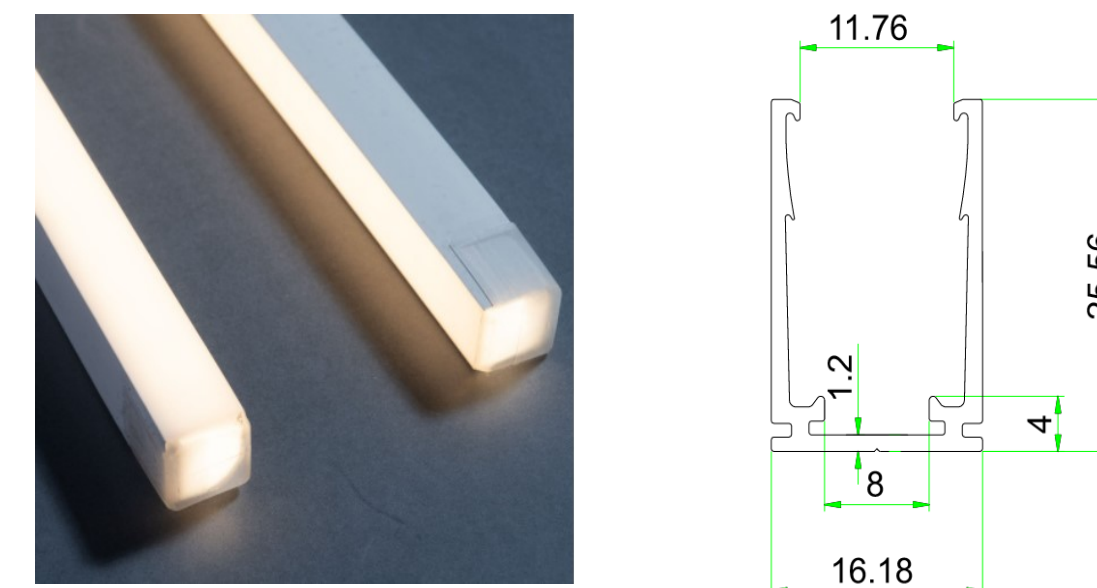
ELECTRICAL: REMOTE DRIVER REQUIRED. MOUNT DRIVER IN WEATHERPROOF ENCLOSURE ON ADJACENT POLE OR UNISTRUT. MOUNT AT A MINIMUM 5FT (ABOVE FLOOD LINE.)



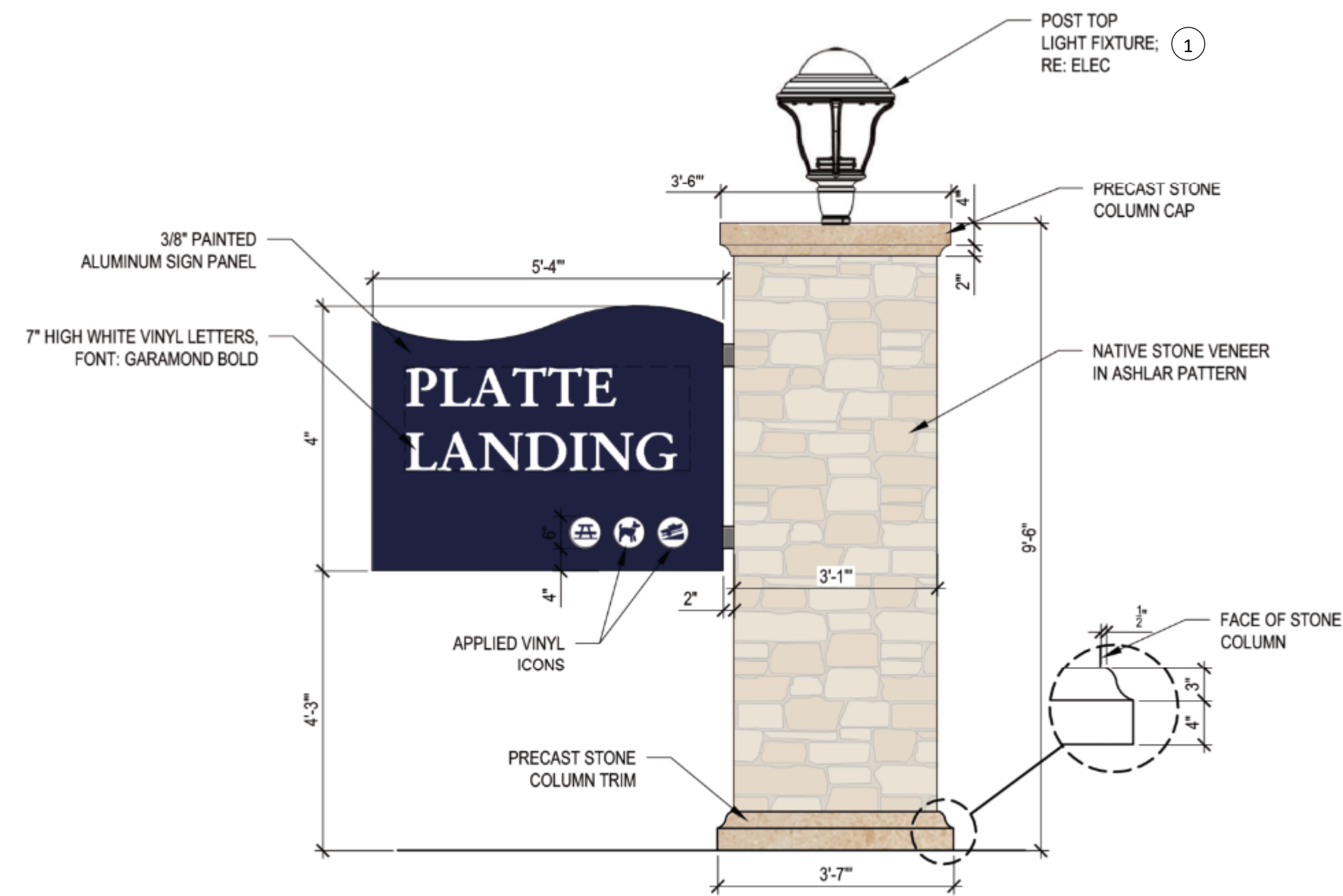
- ③ **LUMINAIRE:** LINEAR FLEX TUBE. SUBMERSIBLE IN NON-HUMAN OCCUPIED AND FRESHWATER LOCATIONS.

CONTROL: ON/OFF VIA PHOTOCELL.

ELECTRICAL: REMOTE DRIVER REQUIRED. MOUNT DRIVER IN WEATHERPROOF ENCLOSURE ON ADJACENT POLE OR UNISTRUT. MOUNT AT A MINIMUM 5FT (ABOVE FLOOD LINE.)



PRIMARY MONUMENT

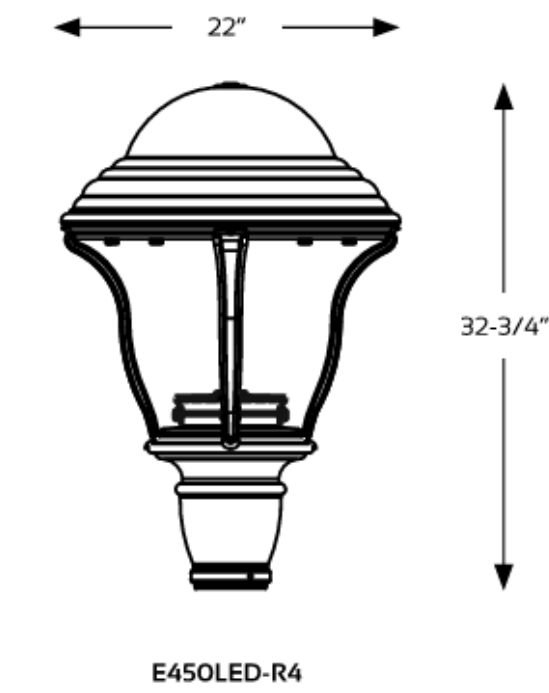


*ILLUMINATE FRONT OF SIGN ONLY.

① **LUMINAIRE:** POST TOP BY STERNBERG. MAX SIZE = 22" DIA X 32-3/4" H.

CONTROL: ON/OFF VIA PHOTOCELL.

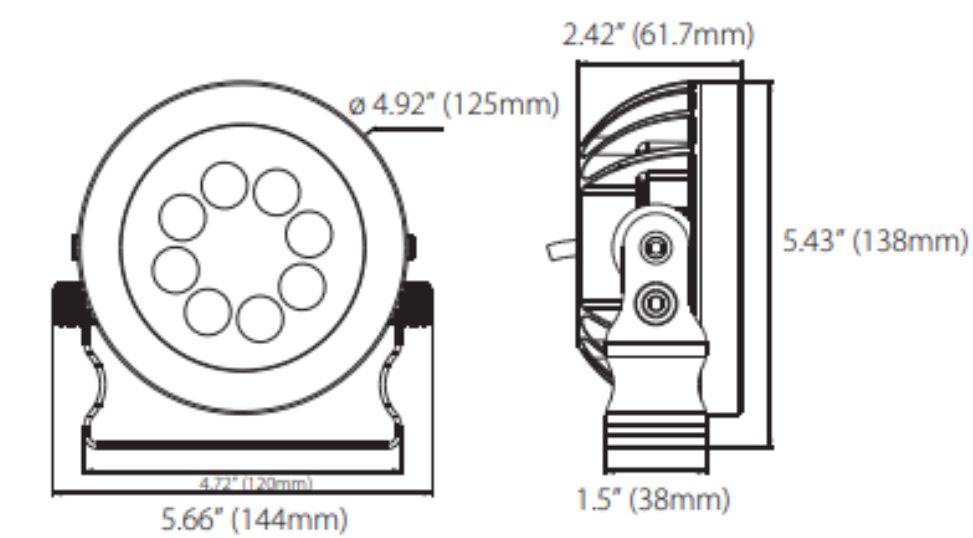
ELECTRICAL: LINE VOLTAGE.



② **LUMINAIRE:** SUBMERSIBLE FLOODLIGHT LUMINAIRE. SUBMERSIBLE TO 20FT. OPERATES ABOVE WATER AND BELOW.

CONTROL: ON/OFF VIA PHOTOCELL.

ELECTRICAL: REMOTE DRIVER REQUIRED. MOUNT DRIVER IN WEATHERPROOF ENCLOSURE ON ADJACENT POLE OR UNISTRUT. MOUNT AT A MINIMUM 5FT (ABOVE FLOOD LINE.)



SECONDARY MONUMENT

ITEM 4.B.

For 2/9/2022

Community Land and Recreation Board Meeting

**CITY OF PARKVILLE
Policy Report**

Date: February 8, 2022

Prepared By:

Jeffery Rhodes, Asst. to City Administrator

Reviewed By:

Bonnie Buckmaster, Public Works Dept. Assistant

ISSUE:

2022 Election of Board Officers

BACKGROUND:

Pursuant to Parkville Municipal Code Chapter 150, the Community Land and Recreation Board (CLARB) acts in an advisory capacity to study trees and shrubs along streets and in other public areas; review matters of park planning or other issues brought before the Board of Aldermen; and make recommendations regarding public neighborhood beautification project requests, event approvals occurring on community public right-of-way and park land, and procedures for carrying out such events. It consists of nine members who serve staggered, three-year terms.

According to the Community Land and Recreation Board Bylaws and Procedures adopted on October 12, 2005, the officers of the Community Land and Recreation Board shall consist of a Chairman, Vice Chairman, and Secretary. The Community Land and Recreation Board shall annually elect these officers from its citizen members. Nominations shall be made from the floor, and the person receiving a majority vote of the total Board membership shall be declared elected. Officers shall serve until their successor is elected. No member may serve as Chairman for more than three consecutive elected one-year terms..

The Board members that currently hold the elected positions are Neil Davidson as Chairman, Adam Zink as Vice Chairman, and Laura Ozenberger as Secretary

BUDGET IMPACT:

As this is an administrative item, there is no budget impact.

ALTERNATIVES:

1. Hold elections for the Chairman, Vice Chairman, and Secretary positions.
2. Postpone the elections.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board hold 2022 Board elections.

POLICY:

City Ordinance No. 2179 §1, 2-15-2005 states that the Community Land and Recreation Board shall choose its own officers.

SUGGESTED MOTION:

1. I move to nominate _____ as Community Land and Recreation Board Chairman.
2. I move to nominate _____ as Community Land and Recreation Board Vice Chairman.
3. I move to nominate _____ as Community Land and Recreation Board Secretary.

ATTACHMENTS:

1. 2022 Roster_CLARB

Community Land & Recreation Board

Three-Year Terms

Name	Expires	Appt'd
Adam Zink Vice Chairman	2024	5/18/21
Dana Laiben	2024	6/15/21
Laura Ozenberger Secretary	2021	6/19/18
Linda Arnold	2024	5/18/21
Michelle Flamm	2022	5/7/19
Robert Stuteville	2022	5/7/19
Shawnda Witterstaetter	2023	5/4/21
Neil Davidson Chairman	2023	5/19/20
Steven Sturgess	2023	3/3/20
Marc Sportsman Board Liaison		



CITY OF PARKVILLE Memorandum

Date: February 4, 2022

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent

RE: January 2022 Parks Activity Report

The following Parks-related activities took place during January 2022:

- Restroom Closure during Freezing Temperatures: The restroom valves were removed as a preventative measure due to the low temperatures. We experienced issues last year during the polar vortex, when sensors, valves and a toilet had to be replaced. Staff is looking at adding attic insulation since the heaters aren't efficient enough to keep up with the below zero temperatures. When the temperatures were above freezing, the restroom flushing valves and sensors were reinstalled.
- Snow Operations: Snow shovels, salt and supplies were taken to City Hall for the upcoming snow events. The first snow event of the 2021-2022 season occurred on January 1st, with temperatures in the single digits.
- Tractor Repair: The John Deere lawn tractor needed repair, was taken to the dealer for the repair.
- Dog Park: A temporary fence was erected in the small dog park so that the small dogs would have a refuge area while the large dog park was closed due to muddy conditions.
- Public Engagement Survey: Park staff installed signs promoting the public engagement survey in various area of the city parks.
- Outreach Grant: During the January CLARB meeting, staff was directed to prepare an Outreach Grant application for additional riverfront trail lighting in English Landing Park. The lamp posts will be cleaned and upgraded to LED lighting. The Outreach Grant was prepared and submitted to Platte County.
- TRIM Grant: The work associated with the 2021 TRIM Grant was completed. The paperwork was submitted to MDC.
- A-Truss Bridge: Due to the changes with the service provider, the bridge lights on the A-Truss Bridge required reconfiguration.
- Restroom Maintenance: Staff continues to clean and maintain the restroom. Staff has received several compliments from the public.
- Event Update: On January 30th, the first run of the year was held. No issues were reported.



January 2022 Work Report
Parkville Nature Sanctuary

Kristen Bontrager

Programming – Planning for Nature Day Camp, Ghost Stories and Pumpkin carving has begun. Dates for Nature Day Camp are June 1st-3rd AND June 10th – 12th. Nature Day Camp will be two weeks to allow for a greater variety of ages and to limit class sizes without limiting the number of attendees. Week one will allow for ages 6-9 and week two will allow for ages 10-13. Our theme will be on soil health and all the critters that live below ground. As of now I have two confirmed groups to come out each week, Compost Collective and Missouri Organics. Stan Slaughter who writes and sings songs about compost and soil will be with us from Missouri Organics on Friday each week. I am working with a volunteer, Martha Wright to assist me with the schedule and activity planning.

Compost Collective has agreed to be present at pumpkin carving again this year to reduce work for PNS staff and volunteers as well as reduce the amount of waste entering our landfills. I have contacted army recruiting offices in order to encourage army recruits to assist PNS staff and volunteers with Ghost Stories set-up and take down. I continue to reach out to the local Boy Scout troops and will begin contacting the Girl Scouts as well.

I have begun to implement a sponsorship program to assist with funding for Ghost Stories. Once this program is finalized I will release the details.

FOPNS- Jeanne Pyland and I met on Jan. 20th to discuss our Annual Report and project list for the upcoming year. The first FOPNS board meeting of the year was held via Zoom on Jan 24th. The board requested documentation of the land PNS was recently and gratefully donated.

Partnerships- As stated before Compost Collective and Missouri Organic are working with PNS on multiple events. I will be contacting Environment Missouri, Mantooth Creative, Heartland Conservation Alliance, and the Midcontinent Public Library to recruit volunteers/ teachers for Nature Day Camp and Ghost Stories.

Trail Maintenance – Wayne has been diligent about keeping trash picked up as well as ensuring the rules to keep all pet out of the sanctuary are followed. Wayne has also been working with several of our volunteers on various tasks around PNS. Together Wayne and I replaced several boards in a bridge and come up with a plan for a Scout to use this issue for their Eagle Scout project. Bill Beyer will be assisting in this bridge re-build this spring.

Volunteers- I have been in communication with our volunteers about the upcoming programming. Many volunteers have been working with Wayne on various projects around PNS.

Current Volunteer Hours:

January	17	17

Parkhill School District Professional Studies – Raquel Tenbrink has started her internship on Jan. 24th and has already showed incredible motivation and drive to continue learning. She will present to the Board of Aldermen on Feb. 1st.

Eagle Scout – Caleb Chambers will begin his Eagle Scout project with the assistant of regular volunteer, Bill Beyer starting this spring. His project will be to do a complete bridge rebuild! The bridge in need of rebuilding is along The Old Kate Trail heading towards the waterfall.

Wetlands Update: Met with USACE, Affinis, BKM, and Vireo to discuss the removal of the TRM on Jan. 24th.

Professional Development: I began the Certified Public Management through the University of Kansas on Jan 25th.



PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JANUARY 2022

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. A plan to remove the turf reinforcement mat is underway. 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: Phase 1 - bollard/bump-out safety improvements in front of Pocket Park; and Phase 2 - reconstruction of the south stairs and relocation of the Grigsby statue. The Board of Aldermen approved the contract for the bump-out design, along with a change order to install decorative planters in conjunction with a steel 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. It was decided that Phase 2 work would begin first, with an anticipated start in early May 2022. Based on concerns raised by the contractor, staff has hired Kaw Valley Engineering to review the soil stability associated with the proposed location of the statue. Staff will continue to coordinate with the two contractors, as well as property owners and MSPA representatives, throughout both phases of construction.
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. The preliminary design layouts will be presented to CLARB and Board of Aldermen in February. Once approved, the designers can continue with the bid documents for construction. 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 and should be completed by mid-February. The electrical and water lines have been installed. Embassy Landscape is contracted to install the landscape and hardscape features. Good Earth Water Gardens is contracted to install the water feature. There are elements that may be completed by City staff. All of the contracts for the separate disciplines of work have been approved. The work started at the end of 2021, it is anticipated that the project 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. The majority of the work has been completed, including the construction of the shelter building and parking lot, as well as the installation of wooden fencing the park entrance. There is a balance of approximately 64 feet of fencing that the contractor was not able to install due to the location of existing utilities. This additional fencing will be installed at the entrance to the Sullivan Nature Sanctuary. The playground equipment purchase order was approved in June and is currently being fabricated. Due to material shortages, delivery was delayed until January 2022. The equipment will be installed in Spring 2022.

STATUS – IN PROGRESS.

6. PLP Improvements – Parkville received a Park Partnership Grant in the amount of \$1 million from Platte County in June 2021. The Board of Aldermen approved a professional services agreement with McClure Engineering for the design and public engagement portions of the project. The traffic data for the existing conditions was collected by GBA for the street network in the park. There was an initial round of public meetings in Fall 2021. Based on the information gathered, the City released a public engagement survey in late 2021. The survey results, along with the traffic data, will be presented to CLARB and Board of Aldermen during a work session in February 2022. There will be a separate public meeting to review the same information following the work session.

STATUS – IN PROGRESS.

7. Park Outreach Grant Application – During the January 2022 meeting, CLARB directed staff to prepare and submit an Outreach Grant application to Platte County for additional lighting along the riverfront trail in English Landing Park. The application was submitted in January. It is anticipated that the City will receive notice of the grant award winners in March.

STATUS – IN PROGRESS.

8. Farmers Market – There have been concerns about the existing Farmers Market structure. Staff has hired BBN Architects and Leigh & O’Kane to evaluate the existing structural stability of the Farmers Market building. The consultant will provide alternatives and cost estimates for the various options at the March CLARB meeting.

STATUS – IN PROGRESS.