



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#21-004)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, April 13, 2022 6:00 PM

City Hall Board Room

1. CALL TO ORDER

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

Members present were:

Neil Davidson
Adam Zink
Robert Stuteville
Steven Sturgess
Dana Laiben
Linda Arnold
Laura Ozenberger

Absent with prior notice were:

Shawnda Witterstaetter - Resigned
Michelle Flamm
Marc Sportsman (Liaison)

A quorum of the Board was present.

Alexa Barton, City Administrator, Jeffery Rhodes, Assistant to the City Administrator; Chris Ashley, Project Manager; Tom Barnard, Park Superintendent; Kristen Bontrager, Nature Sanctuary Director, and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

2. CONSENT AGENDA

- A. Approve the minutes for the March 9, 2022, regular meeting

ACTION: Neil Davidson moved to approve the minutes for the March 9, 2022, regular meeting; Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

3. NON-ACTION AGENDA

A. Farmers Market Structural Report

Chris Ashley, Public Works Project Manager, gave an update on the Farmers Market and introduced Scott Bingham of BBN Architects, Wayne Hess and Carl Weiss of Leigh & O'Kane Engineers. The group presented a structural report and cost estimates of various renovation options. These reports are included in the CLARB packet. After some discussion, CLARB preferred option number one.

Chris Ashley, Public Works Project Manager, presented an additional option which included a Lester Building for which the price was comparable to option number one. CLARB and the Farmer's Market Manager, Shelley Oberdiek, were more interested in this option of a new structure with options of weather-proof curtains for use year round. CLARB suggested taking this out to bid for competitive pricing.

4. ACTION AGENDA

A. Approve the Parks Director job description (Administration)

Alexa Barton, City Administrator, presented the Park Director's job description, included in the CLARB packet, for recommendation.

ACTION: Neil Davidson moved to recommend that the Board of Aldermen approve the job description for the Parks Director. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

B. Approve Change Order No. 1 with SGI Construction for the Pocket Park Phase 2 Improvements (Public Works)

Chris Ashley, Public Works Project Manager, gave an update of the Pocket Park Phase 2 project. The Change Order presented reflected the cost increase from delays outside of the contractor's control. The materials cost had increased 13.5% and staff felt that this should be the reason for the Change Order. The Change Order also included the deduction of the statue removal in the amount of \$1,900. The statue removal will be addressed at a later date. The Finance Committee had approved the Change Order for SGI Construction and recommended that CLARB approve as well. The contractor anticipated an April 20th start date.

Chair Adam Zink would like to note that CLARB wanted to come up with a design but only wanted to improve the safety, and that CLARB did not support the other improvements to Pocket Park using the Parks Sales Tax Fund.

ACTION: Neil Davidson moved to recommend that the Board of Aldermen approve Change Order No. 1 with SGI for the Pocket Park Phase 2 Improvements in the amount of \$14,187. Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Parks

Update on Watkins Park - Tom Barnard, Park Superintendent, reported that there is some infrastructure work to do, and would be installing playground equipment soon. A Stormwater Grant was submitted and should hear back by June 1st.

Patty Gilmore, a Parkville resident, had questions about when the picnic tables, grills and benches would be installed.

Staff was notified that the Trim Grant from the Missouri Department of Conservation had been received, and is used for pruning and trimming the trees in the parks.

An Arbor Day event is planned at Watkins Park for April 22nd at noon. Staff will be sending out an invite.

1. Vikings Field Usage (Jeff)

Jeffery Rhodes, Assistant to the City Administrator, reported to CLARB that a girl's lacrosse team and a local football club are interested in using the "Vikings Field".

Rhodes would structure an agreement that would be similar to a previous agreement that was used. The agreement will come before CLARB at a future meeting for approval.

B. Nature Sanctuary

1. Parkville Nature Sanctuary Donation Program (PNS)

Kristen Bontrager, Nature Sanctuary Director, gave a brief presentation of the sponsorship donation program. The different levels are outlined in the handout in the CLARB packet. Kristen is working on getting the word out and is leaning on the city's boards to help facilitate the program.

C. Public Works

6. MISCELLANEOUS ITEMS FROM THE BOARD

A. Allocation of Park Revenue (Dana)

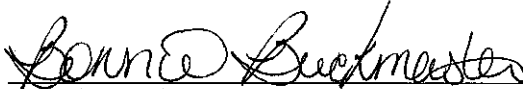
CLARB Member Dana Laiben, asked for information about where funds are allocated from events that are held in the parks, whether these funds are going to the Park's Fund or General Fund. Jeff Rhodes, Assistant to the City Administrator, provided an outline of the budget and costs associated with the funds and the park maintenance. This information was included in the CLARB packet. Chair Adam Zink stated that these funds should go back into the Park Fund.

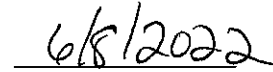
7. **ADJOURN**

ACTION: Steven Sturgess moved to adjourn at 8:12 p.m.; Neil Davidson seconded.

RESULT: Motion Passed: 7-0.

The minutes for April 13, 2022, having been read and considered by the Community Land and Recreation Board, were approved on the 8th day of June, 2022.


Bonnie Buckmaster, Public Works Assistant


Approval date