



COMMUNITY LAND AND RECREATION BOARD

Work Session (#22-11)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, December 14, 2022 5:30 PM

City Hall Board Room

1. GENERAL AGENDA

Chair Adam Zink opened the work session at ---- on December 14, 2022, at City Hall 8880 Clark Avenue, Parkville, Missouri. In attendance were Chair Adam Zink, Linda Arnold, Steven Sturgess, Neil Davidson, Dana Laiben, Amanda Blackwood, Nathan Askren, Mary Jan Kuehn, and Liaison Phillip Wassmer.

The following staff were also present:

Alexa Barton, City Administrator
Brittanie Propes, Parks and Recreation Director,
Chris Ashley, Project Manager
Tom Barnard, Park Superintendent
Kristen Bontrager, Nature Sanctuary Director
Bonnie Buckmaster, Public Works Assistant

A. Review Special Event Application and Schedule of Fees

Brittanie Propes, Parks and Recreation Director, presented the proposed Special Event Application and Schedule of Fees.

Brittanie proposed updating the schedule of fees to include some fees that have been practiced but are not listed on the SoF and add some new fees for clarification and proper management of the special events. She proposed a \$20 refundable deposit for renting safety vests and a \$30 fee for a self-contained BBQ grill. Those fees are charges that the City currently bills for so we are updating the SoF to match. Additionally, she recommended a new fee of \$50 for a supplemental activity. A supplemental activity would include a bounce house, an inflatable water slide, dunk tank, etc. We currently require insurance for supplemental activities but Brittanie proposes, a \$50 to cover the increased wear and tear on the park including damage to the grass and additional costs of water and electricity.

Currently for a special event we charge \$100 to rent the parking lot. Brittanie proposes that the fee be per parking lot and only allowed as an "add-on" with a special event park fee of \$400. She said the intent is ensure staff is being fair to all event organizers. This will create a structured "menu" for special events to be purchased. Event organizers would be able to request the board waive the fees on specific events by requesting in writing to the Board of Aldermen. CLARB was supportive of these changes.

Brittanie presented a chart of surrounding community fees for shelter houses and baseball field reservation. She recommended no change to the ballfield reservation prices. She recommended streamlining the shelter house and the stage reservations by making a single fee for anyone to reserve. Instead of a resident vs. non-resident

rate, she suggested everyone get the resident rate. This streamline the process when the reservations switch to online reservations in 2023. CLARB was supportive of these changes.

Others proposed changes:

Special Event Organizers can book up to 365 days in advance (no longer wait until Jan 1)

Facility Reservations will open March 1 and can be rented March 1-October 31

Ball field and sports court reservations will open March 1 and can be rented March 1-October 31

Ball fields will no longer require a 72-hour notice

CLARB approved these recommend changes to the permit and fees.

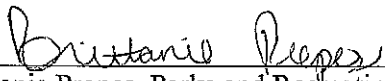
Brittanie will do additional research to see what youth sports groups like I-9 are paying to reserve other similar fields. This research will be used to determine an appropriate MOU for groups using the fields to run a business.

2. ADJOURN

The work session ended at

The work session minutes for December 14, 2022, having been read and considered by the Community Land and Recreation Board, and having been found to be correct as written, were approved on the 11th day of January, 2023.

Submitted by



Brittanie Propes, Parks and Recreation Director