



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#23-001)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, January 11, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. on January 11, 2023.

A. Adam Zink

Neil Davidson

Linda Arnold

Michelle Flamm

Steven Sturgess

Dana Laiben

Amanda Blackwood

Nathan Askren

Mary Jane Kuehn

Phillip Wassmer (Liaison)

Roll was called by Brittanie Propes, Parks and Recreation Director.

Members present were:

Adam Zink

Neil Davidson

Michelle Flamm

Linda Arnold

Steven Sturgess

Dana Laiben

Nate Askren

Amanda Blackwood

Mary Jane Kuehn

Absent with prior notice were:

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Chris Ashley, Project Manager, were present on behalf of the City.

2. CONSENT AGENDA

A. Approve the minutes for the December 14, 2022, regular meeting

ACTION: Neil Davidson moved to approve the December 14, 2022 regular meeting minutes with the change of the word "Race" to "Ride" in the title of Item 4C of the minutes. Linda Arnold seconded.

RESULT: Motion Passed: 9-0.

- B. Approve the minutes from December 14, 2022, Special Events Work Session
- ACTION:** Neil Davidson moved to approve the Special Events Work Session Minutes from the December 14, 2022 meeting. Steven Sturgess seconded.
- RESULT:** Motion Passed: 9-0.

3. ACTION AGENDA

- A. Recommendation to Approve Grant Application for Gateway Park
- Brittanie Propes, Parks and Recreation Director, presented the Platte County Outreach Grant application for Gateway Park for recommendation of approval to the Board of Aldermen. Gateway Park is located at the entrance of the Pinecrest subdivision on the SE corner at 62nd St. and Rt .9 Hwy. There is \$50,000 budgeted for the project in this year's capital improvement fund and staff is requesting \$40,000 in grant funding. The award of the grant could be early spring. Propes said that this project has been in the works for some time and that following through with a promise to make this a trailhead is a first step. There could be additional improvements to the park not included in the grant, such as bike fix-it stations.

There were concerns from the CLARB that this project was not listed as an upcoming project. Propes will share the CIP budget with CLARB at the next meeting listing all projects. The funding for this project would come from the park's sales tax.

Staff will look into the contractor specifications for the Rt. 9 Improvements staging area and conditions, which will be the Gateway Park. Later in the meeting, Alysén Abel, Public Works Director, confirmed that the contractor had fulfilled the requirements for this area.

ACTION: Michelle Flamm moved to approve endorsing an application for the Platte County Outreach Grant Program for Gateway Park. Linda Arnold seconded.

RESULT: Motion Passed: 9-0.

4. NON-ACTION AGENDA

- A. Development of Parks and Recreation Department Sponsorship Catalog
- Brittanie Propes, Parks and Recreation Director, presented a Parks and Recreation Department Sponsorship catalog.

Upcoming sponsorship opportunities:

- Parks and Recreation Month Sponsors
- Holiday Lights Competition Sponsor
- Music in the Park
- Community Movie Nights
- Yoga in the Park/Yoda Meditation Hikes
- Ball Field Banners
- Dog Park Banners

The idea is to promote local partners, the parks and to have free activities for the

community. This would also tie into the parks donation program as well. Brittanie presented an example of a sponsorship catalog to the CLARB. The CLARB liked the ideas presented and suggested adding the sponsorship opportunities in the City Pulse and local newspapers. The CLARB also gave feedback regarding signage/banners listing the sponsors, and it was decided to have future discussions on this matter.

B. Diversity & Inclusion Commission Sign Discussion

Brittanie Propes, Parks and Recreation Director, said that the Diversity and Inclusion Commission would like to have a representative from CLARB to be a liaison regarding historical signage in the parks. Member Michelle Flamm requested information to be a possible liaison.

5. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

- Missouri American Water Wells at PLP - Plantings were completed (based off the approved spec); new black powder coated fencing was installed.
- Watkins Park - Trail repairs and seeding along the streambank will be completed in the spring due to weather; shelter is added to the reservation form. There was a comment from CLARB that there are unauthorized cars parking at Watkins Park and suggested signage.
- Farmers Market - Waiting on insurance; Geotechnical report has been forwarded to BBN and Confluence.
- Gateway Park - The Rt. 9 contractor did fulfill their obligation to the area; RL Buford completed the survey work; staff completed the Outreach Grant.
- Wetlands -Staff has meetings set up with the Corps of Engineers.
- Veterans Memorial - Paperwork submitted to the LWCF Reps at the Missouri State Parks for initial review.
- Pocket Park - Grigsby signage proposed location was moved; landscaping improvements; ribbon cutting 2/13/2023 at 1:30 p.m.
- Parkville Parks and Recreation Text Alert on Text Caster.
- QR Codes were added to donation boxes.

Upcoming Items

- Barkville Mayoral Elections
- Relocating trees at PLP
- All City Staff CPR/First Aid/AED Training
- MPR Walkthrough at PNS on January 20th
- Brittanie will be presenting at Northland Chamber about Parkville Parks and Recreation on January 24th
- February 13th Pocket Park Robbon Cutting/Grigsby Dedication
- February 14th-17th Missouri Parks & Rec Conference

B. Nature Sanctuary

C. Capital Improvement Projects Report

6. MISCELLANEOUS ITEMS FROM THE BOARD

Member Neil Davidson had concerns regarding allowing dunk tanks near the east shelter. Brittanie assured the CLARB that staff would only allow dunk tanks in approved areas.

7. ADJOURN

ACTION: Michelle Flamm moved to to adjourn at 7:15 p.m.; Linda Arnold seconded.

RESULT: Motion Passed: 9-0.

The minutes for January 11, 2023, having been read and considered by the Community Land and Recreation Board, were approved on the 8th day of February, 2023.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

1/11/2023
Approval date