



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#23-002)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, February 8, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. on February 8, 2023, by Chair Adam Zink.

- 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 Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Adam Zink
Neil Davidson
Michelle Flamm
Amanda Blackwood
Nate Askren
Steven Sturgess
Mary Jane Kuehn

Absent with prior notice were:

Linda Arnold
Dana Laiben

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Kristen Bontrager, Nature Sanctuary Director; Chris Ashley, Project Manager; and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

2. CONSENT AGENDA

- A. Approve the minutes for the January 11, 2023, regular meeting
ACTION: Neil Davidson moved to make a motion to approve the minutes for the January 11, 2023 regular meeting. Mary Jane Kuehn seconded.
RESULT: Motion Passed: 7-0.

3. NON-ACTION AGENDA

- A. FOPNS Friends of Parkville Nature Sanctuary Annual Report
Brittanie Propes, Parks and Recreation Director, introduced Kristen Bontrager, Nature Sanctuary Director. Kristen provided a brief overview of the role and impact of the Friends of Parkville Nature Sanctuary and the work they have accomplished so far, and shared their goals and plans for 2023. Kristen thanked CLARB member Amanda Blackwood for volunteering for the Ghost Stories event.

Friends of Parkville Nature Sanctuary (FOPNS) was founded in 2018. Led by president Jeanne Pyland and a Board of Directors, the group plays an active role in generating donations to enhance the nature sanctuary. FOPNS is the nonprofit, funding partner of the nature sanctuary.

The presentation included many educational programs, listed below.

8 Interpretative Signs - Educational Hike

Winter Wonderland - Holiday Themed Hike

Pollinator Garden - Native Plant Garden - includes memorial bricks along the perimeter of the garden. The garden is located at the entrance of PNS.

Photo Contest - Monthly contest winners decorate the pages of the Nature Sanctuary annual calendar.

Annual Photo Exhibition - Every year FOPNS honors its photographers with a photo exhibition at the Missouri Department of Conservation property, Anita B Gorman Conservation Discovery Center.

Kristen also thanked several of the FOPNS board members for all of their hard work.

The Friends Board would like to create a newsletter to be sent out quarterly to update the community about PNS.

Member Michelle Flamm asked if there are QR codes for Donations - Kristen will be posting fliers around the Nature Sanctuary kiosk soon. Brittanie mentioned that the QR Codes that are placed around the parks for donations go directly to the city website and then to the park budget. The donations through FOPNS are approved by their board at their bi-monthly meetings to approve purchases from fundraising.

Chair Zink asked if the PNS usage is tracked. Kristen said that they sometimes set up tables with volunteers on weekends to manually count visitors. It was estimated that there were 125,000 visitors during COVID. Brittanie is working on a grant application for trail counters for the sanctuary and the parks, which would track and identify how many walkers, runners and bike riders visit the parks.

4. ACTION AGENDA

- A. Pocket Park Tree Removal
Brittanie Propes, Parks and Recreation Director, provided photos of spruce trees located in Pocket Park that have been evaluated by an arborist who recommended removing the four spruce trees and to replace them with more suitable plantings. Brittanie provided a quote from the on-call arborist for \$900 for approval.

Discussions included cleaning up the rip rap in the area and the landscaping visions. The landscape will include native plantings. Staff will remove the wagon wheels and clean up the area. There will be railings installed at a later date where needed.

ACTION: Michelle Flamm moved to recommend the removal of the 4 spruce trees at Pocket Park and to replace them with trees that are better suited for the space at Pocket Park. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

Brittanie Propes, Parks and Recreation Director, reminded the board of the Pocket Park Celebration scheduled for Monday, February 13th at 1:30 p.m. for the re-dedication of the Grigsby Statue.

Brittanie provided a tentative list of park events.

2023 Events

April 8 - Easter Bunny at the Dog Park (Barkville)

April 22 - Earth Day Event

April 25 - Tree Planting for Arbor Day

May 4 - Beaver Builder at PNS

May 16 - Symphony in the Park - tentative

June 3 - Rolling on the River

June 6-9 - Nature Camp

June 10 - Movie Night

June 20 - Symphony in the Park

July 3, 10, 17, 24 and 31 - Art in the Park

July 11, 18, 25 - Yoga and Nature Hike

July 5, 12, 19, 26 - Storytime in the Park

July 6, 13, 20, 27 - Senior Citizens Activities

July 8 - Movie Night

July 7, 14, 21, 28 - Science in the Park

October 26 - Pumpkin Carving

October 28 - Ghost Stories

December 16 - Winter wonderland

Activities with undetermined dates:

Yoga in the Park

Sound Bath Meditation in the Park

Run Club

Pickleball League

Kickball League

Once dates are set, there will be a calendar to be shared with the community.

A. Parks Maintenance

B. Nature Sanctuary

Brittanie Propes, Parks and Recreation Director, showed pictures of The Girl Scout Cabin Shelter floor and brick wall. These areas will need to be repaired.

Brittanie did a walk through with Midwest Public Risk who evaluated risks at the Nature Sanctuary. The only risk found was the Nature Play area. This area will need to be removed and will be replaced with some type of nature play.

C. Capital Improvement Projects

Brittanie presented the Parks and Nature Sanctuary CIP for 2023 and touched on a few projects

- Facility Reservation Management Software quotes are coming in under budget.
- Farmers Market - Place holder on the cost, waiting on Insurance. Plan to apply for the Platte county Partnership Grant for this project.
- Gateway Park - Grant application has been submitted.
- Master Plan - ETC will be conducting the survey.
- Train Depot - Maintenance - CLARB questioned the funds coming from the parks budget - Brittanie will look into this to get more information.

CIP nature sanctuary chart

- Girl Scout Shelter House
- Boardwork/Outlook Area
- Trail Updates

The total cost of \$180,000 for the Nature Sanctuary exceeds the \$90,000 budgeted, and staff will be looking for grant opportunities to make up the remainder of the costs.

Michelle Flamm commended the Nature Sanctuary for how they manage their money and are able to make these improvements, and have not asked for parks' money.

6. MISCELLANEOUS ITEMS FROM THE BOARD

- Shelter houses could have a fresh coat of paint
- Memorial benches - When someone buys a bench, is this forever or would there be a time for removal and replacement? Brittanie said that moving forward with new benches, there could be terms put in place. Do Parkville residents get priority? Brittanie said not to her knowledge. Liaison Phil Wassmer suggested trying to contact owners of some of the older benches that are damaged or need to be replaced. Neil Davidson suggested that naming rights should expire after a certain timeframe. Brittanie mentioned that going forward there will be a data base for contact information as there isn't anything on file for older benches at this time
- Michelle Flamm liked the Parkville postcard and said that it included good

information.

- Parks Director, Brittanie Propes, will be attending and presenting at the Missouri Parks & Recreation Conference next week, and wanted to give a shout out to the downtown Parkville businesses for donating items for a silent auction at the conference.
- Update on the property transfer LWCF Grant. - Still waiting for a response.
- Non-park users parking cars in the Watkins Park parking lot. Staff had sent out an email to the residents and will place a letter on the vehicle. CLARB suggested posting signage.
- Facebook post regarding the Platte County Trail at 435 & 45 Hwy.

7. ADJOURN

ACTION: Michelle Flamm moved to adjourn at 7:05 p.m. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

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

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

2/8/2023
Approval date

Capital Improvement Program FY 2023							
Division	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	2023 Budget
Parks							
Parks	Equipment	New	JD 6-Series Tractor with Turf Tires	Lease payment for a John Deere 6 Series Tractor for 9 months. Cost to purchase tractor is \$60,000.	Parks Fund	\$ 49,000	\$ 7,000
Parks	Project	New	Farmers Market	City Share estimate to Reconstruct Farmers Market building - other possible funding will come from Midwest Public Risk (MPR), Platte County Outreach Grant	Parks Fund	\$ 250,000	\$ 250,000
Parks	Project	New	Gateway Park	City Share for new trailhead along Highway 9	Partnership Grant Parks Fund	\$ 50,000	\$ 50,000
Parks	Equipment	New	ATV	ATV/Gator with Cab	Parks Fund	\$ 30,000	\$ 30,000
Parks	Project	New	PLP Multipurpose Field	City Share to create field and parking lot to allow placement of veterans memorial - in accordance with Land & Water Conservation Fund (LWCF) Grant	Parks Fund	\$ 25,000	\$ 25,000
Parks	Project	New	Master Plan	Master Plan - will include updated community survey	Parks Fund	\$ 35,000	\$ 34,500
Parks	Equipment	New	Facility Reservation Management Software	Software for reservations	Parks Fund	\$ 20,000	\$ 20,000
Parks	Maintenance	New	Train Depot Maintenance	Preventative Maintenance on Building	Parks Fund	\$ 30,000	\$ 15,000
Parks	Maintenance	Replace	Train Depot Landscaping	Landscaping enhancements at the Train Depot & Spirit Fountain	Parks Fund	\$ 15,000	\$ 15,000
Parks	Maintenance	New	PLP Dumpster	Dumpster area at PLP	Parks Fund	\$ 12,000	\$ 12,000
Parks	Project	New	Dog Drinking Fountains	Two drinking fountains for the dog parks - one on each side.	Parks Fund Parks Donations	\$ 10,000	\$ 10,000
Parks	Maintenance	Replace	ELP Trail Enhancement	ELP Trail enhancement, south side of A-truss bridge	Parks Fund	\$ 10,000	\$ 10,000
					Parks Fund Total	\$ 536,000	\$ 478,500

Capital Improvement Program FY 2023							
Division	Type	New or Replacement?	Name	Project Description	Funding Source	Total Cost	2023 Budget
Nature Sanctuary							
Nature Sanctuary	Project	Replacement	Girl Scout Shelter House	Re-do shelter house structure and tables	PNS Fund	\$ 80,000	\$ 40,000
Nature Sanctuary	Project	New	Boardwalk / Outlook Area	Re-do boardwalk/overlook area including additional flooring to large boardwalk to ensure it will not be slippery when wet	PNS Fund	\$ 40,000	\$ 20,000
Nature Sanctuary	Project	New	Trail Updates	Complete trail improvements including current infrastructure	PNS Fund	\$ 60,000	\$ 30,000
					PNS Fund Total	\$ 180,000	\$ 90,000
COP							
COP - Admin	Project	Replacement	City Hall Renovation / Needs Assessment	2nd Floor renovations, including front reception area/enclosure to address safety.	Certificate of Participation (COP)	\$ 85,000	\$ 85,000
COP - IT	Equipment	Replacement	Security System Upgrade	Security System Upgrade - doors, alarms/buttons, safety glass	Certificate of Participation (COP)	\$ 25,000	\$ 25,000
					Total COP	\$ 110,000	\$ 110,000