



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#23-005)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, May 10, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

A.

The meeting was called to order at 6:00 PM on May 10, 2023.

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

Members present were:

Adam Zink
Neil Davidson
Amanda Blackwood
Nate Askren
Dana Laiben
Steven Sturgess
Mary Jane Kuehn

Absent with prior notice were:

Michelle Flamm
Linda Arnold

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Chris Ashley, Project Manager; 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 April 12, 2023, regular meeting

ACTION: Neil Davidson moved to approve the minutes for the April 12, 2023 regular meeting. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

3. ACTION AGENDA

A. Diseased and Dangerous Tree Management at Parkville Nature Sanctuary

Kristen Bontrager, Nature Sanctuary Director, said that there are several diseased and dangerous trees at the Parkville Nature Sanctuary. Kristen and Todd Foster of Midwest Public Risk walked the trails and identified approximately twenty trees that could be a hazard. Bret Cleveland of Urban Tree, the on-call arborist, recommended the removal and pruning of several trees at a cost of \$3,600. Kristen explained that there are some cost savings by leaving the waste onsite and then using it as mulch.

ACTION: Steven Sturgess moved to make a motion to recommend that the Board of Aldermen approve a Work Authorization with Urban Tree Specialists to remove and/or prune the specified trees included in this report. Neil Davidson seconded.

RESULT: Motion Passed: 7-0.

B. Approve an agreement with Civic Rec for Recreation Software

Brittanie Propes, Parks and Recreation Director, presented an agreement with Civic Rec for recreation software. Propes gave a brief overview of the software for approval that would streamline the reservation process. The cost of the Civic Rec software would be \$8,570.53 for the first year and an annual service fee of \$4,500 that would begin in year two. There would be a 5% increase in year three. The automatic one-year renewal can be canceled anytime with a 60-day written notice. This is a discounted negotiated rate based on the Parks and Recreation Department using Civic Rec and the Community Development Department using Civic Plus, their parent company.

ACTION: Neil Davidson moved to recommend a Professional Services Agreement with Civic Rec for online reservation and program software for the amount of \$8,750.53. Nate Askren seconded.

RESULT: Motion Passed: 7-0.

4. STAFF UPDATES ON ACTIVITIES

- South Platte Pass & Watkins Park Trail - Near completion
- Pocket Park - The Grigsby sign has been installed, landscape material has been ordered and will be planted soon.
- Farmers Market - Platte County 2021 Grant to put towards Farmers Market - Haven't heard back yet
- Girl Scout Cabin Floor - The floor is deteriorating - staff are working with McClure, the on-call engineering consultant, for options
- Vikings Field - Vikings Football approached the city to possibly use the field and would require two fields - staff measured the area to get an idea of what the space could be used for. CLARB suggested verifying with the Vikings Football organization regarding the lighting issues that came up in the past.
- Barkville Logo - Will be looking for the "Barkville Mayor"

Other Items:

- Skyhawks Recreational Programs
- Wetland Meeting 4/27 - Soil Samples & Securing Federal Funding
- Missing plaque from PNS - Memorial plaque stolen from PNS
- New Events (Process of Approval for Tier 2 Events) - CLARB would like to have the applicant present a brief powerpoint
 - o Mother Lovers ECO Market
 - o Barktoberfest
- Parking at ELP - Illegally parked vehicles on the weekends - beyond the capacity of the police - PD asked to look at options for safety - proposing putting up cones on the bridge and not allowing vehicles in the park, except for a permit for special events and pickup/drop off and then returning the cones. The cones would be in place from Friday-Monday. Staff would add more ADA parking in the small parking lot before the bridge.

A. Parks Maintenance

B. Nature Sanctuary

C. Capital Improvement Updates

D. Special Events and Programs

The event list was included in the CLARB packet.

5. MISCELLANEOUS ITEMS FROM THE BOARD

- Dana Laiben commented that the mowing along 9 highway and English Landing Park looks great and makes a big difference.
- Pallets near the boat club - on railroad property. Staff will look into this.

A. The Jack Friedman Community Service Award for Exceptional Dedication, Service and Support of Parkville's Park System

Liaison Phillip Wassmer said that Jack Friedman had a tremendous impact on Parkville. Mr. Friedman served on the first parks board and also served 18 years as a Ward 1 Alderman. Without Mr. Friedman, there would be no Farmers Market, no A Truss bridge or Nature Sanctuary. Liaison Wassmer would like a Jack Friedman Service Award to be established, which would be a high honor for generous volunteerism that would have a great impact on the community. Discussion included placing a plaque at City Hall with a list of the recipients and for CLARB to create a committee to create the criteria for the award. Chair Zink stated that there is a plaque in the Nature Sanctuary dedicated to Mr. Friedman. Recommended putting this history on the city website.

6. ADJOURN

ACTION: Steven Sturgess moved to adjourn the meeting at 7:15 p.m. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

The minutes for May 10, 2023, having been read and considered by the Community Land and Recreation Board, were approved on the 12th day of July, 2023.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

7/12/2023
Approval date