



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#23-006)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 12, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:02 PM on July 12, 2023.

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

Members present were:

Adam Zink
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; and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

2. COMMUNITY INPUT

A. Letter from Resident regarding trees at PLP

The Parks and Recreation Director, Brittanie Propes, read aloud a letter that was received from resident Elaine Kellerman, 5243 NW Bluffs Circle, Parkville, MO, attached to the minutes.

Brittanie addressed the letter by saying that the Corps of Engineers (USACE) mass planted trees during the Wetlands project. City Staff requested permission from

USACE to transplant them in 2022 to save them since they were planted too close together. These trees were planted so close together by the USACE because they over planted knowing that not all the trees were going to make it. The survival rate was much higher than they anticipated, and because of that, many trees would not continue surviving that close together. The park staff worked for several days to thin out those trees so that staff could better maintain the area and save the trees that were too closely planted. The USACE is no longer responsible for maintaining/watering those trees, however, staff used the watering truck to water the trees. When staff re-planted the trees on the north side, it was during the dormant stage of winter so that staff would not have to water the trees as often. Some of the trees are not doing well with the draught and some may die. However, many trees are doing fine. Staff are continuing to work with the city's on-call arborist and the MDC forester to take care of the trees throughout city parks.

Discussion included forming a committee to discuss and formalize a tree planting and tree maintenance plan.

3. CONSENT AGENDA

- A. Approve the minutes for the May 10, 2023, regular meeting

ACTION: Amanda Blackwood moved to approve the minutes for the May 10, 2023 regular minutes. Steven Sturgess seconded.

RESULT: Motion Passed: 8-0.

4. ACTION AGENDA

- A. Relocate Veteran's Memorial

Brittanie Propes, Parks and Recreation Director, gave a brief background about the Veteran's Memorial and the conversion process of the LWCF land. After meetings with the Veterans, it was proposed to relocate the Veterans' Memorial to the location of the Spirit Fountain, to have a water feature. It is presented to CLARB for approval and if approved, staff will reach out to the LWCF Committee to withdraw the request for the conversion of Ballfield 1, and request a letter from the Board of Aldermen to allow CLARB to endorse the change.

There were discussions about whether the proposed area would be large enough for the Veterans Memorial, and Liaison Wassmer explained that it would be, and that the spirit fountain would remain with the addition of the military flags and benches. With the proposed relocation, the budget is more attainable. The parking area would allow for approximately 12 spaces, including ADA parking. The final design of the memorial will come before the board for approval.

ACTION: Michelle Flamm moved to make a motion to recommend the Veteran's Memorial project site be relocated from Ball Field 1 at English Landing Park to the Spirit Fountain at the Train Depot. Adam Zink seconded.

RESULT: Motion Passed: 8-0.

B. Waive Fees for Shelter and Volleyball Reservation for Southern Platte Fire Fighters Association

Brittanie Propes, Parks and Recreation Director, requested that the fees be waived for the South Platte Fire Fighters Association to reserve the English Landing Park Shelters, and the Volleyball Courts for a Volleyball Tournament Fundraiser scheduled for October 21, 2023 from 7:30 a.m. to 2:30 p.m. The standard cost would be \$490. The SPFD has been in partnership with the city and hosts city staff events such as CPR/first aid training. SPFD also checks the food trucks for city and park events, and checks the kegs for brew fests and checks the carnival rides for city events.

There was discussion of whether there are other associations that would also qualify for a waiver of fees. There could be other groups that provide city services that could benefit from a waiver and to include this in the event guidelines. The CLARB members suggested a committee to go over guidelines set up for such associations. Member, Linda Arnold volunteered to be part of the committee.

ACTION: Michelle Flamm moved to approve waiving the Reservation Fees for the Southern Platte Fire Protection District fundraiser on October 21, 2023. Dana Laiben seconded.

RESULT: Motion Passed: 8-0.

5. **NON-ACTION AGENDA**

A. Parkville Commons Area Detention Pond and Trail: History & Naming Discussion

Brittanie Propes, Parks and Recreation Director, outlined the Parkville Commons Area Detention Pond and Trail. In 2004 the city acquired this area from Platte County and it is designated as a park. Brittanie showed photos of the area that would be the city's responsibility. PW will be cleaning up some of the area and repair the fence. Park staff have been mowing the area, but have not been maintaining the landscaping. There is a fountain in the pond that public works have been maintaining. Brittanie and Dan Harper, the Public Works Director, are putting together a plan for the next 10-20 years. Brittanie proposed naming the park.

Discussions included the safety of the pond not being suitable for fishing or any kind of activities in the pond and it was recommended to fence the area or put up signs stating no fishing, etc. It was suggested to promote and ask for public input for naming.

6. **STAFF UPDATES ON ACTIVITIES**

Farmers Market

- Structure was demolished in April, 2023
- Insurance Settlement of \$455,306
- Denied grant transfer from Platte County
- Will re-apply for a new Partnership Grant with Platte County
- Platte County announced the grant application has been delayed

- The city is seeking additional community input before proceeding

A. Parks

Wetlands

- New appraisal was completed in spring, 2023
- New appraisal unlocked additional project funds
- USACE and Staff met several times to discuss a plan of action
- USACE Site visit on July 5th to start testing - Full report to come
- USACE testing other local development sites in search of suitable soil
- City waiting on results from USACE testing
- USACE will tentatively present a plan to the City by August, 2023

Park Master Plan

This scope of services is organized into the following tasks:

- Task 1 - Project Kick-Off and Survey Analysis
- Task 2 - Park Inventory and Assessment
- Task 3 - Digital Community Engagement
- Task 4 - Steering Committee Engagement (CLARB and City Staff)
- Task 5 - Alternative Provider Analysis
- Task 6 - Park System Level of Service Analysis
- Task 7 - Individual Park Site Planning
- Task 8 - Master Plan Development

The budget amount for the Park Master Plan is \$25,000

Other Items

- Parking at ELP - Safety of patron's top concern - City complies with the ADA guidelines
- Sewer Smell at ELP - Not the restroom but the sewer line and the Public Works Dept. did an emergency repair and put in an odor control chemical which has improved the smell
- Budget Discussion at August CLARB meeting - First round to discuss 2024 CIP wish list
- Potential Farmers Market work session at an upcoming meeting
- Recognition of Neil Davidson TBD at a Board of Aldermen meeting
- Participating in Park University Student Welcome Night on August 11
- Participating in the YMCA Block Party on August 12

B. Nature Sanctuary

C. Capital Improvement Projects

D. Special Events and Programs

July Events listed on the City website

Dates, time, and locations for the Ward Meet and Greet events will be included on the event list and it is encouraged for CLARB members to attend

Banners for the events - Members would like staff to look into informational banners

7. MISCELLANEOUS ITEMS FROM THE BOARD

Gateway Park Update - Chris Ashely, Project Manager, gave a brief update and has received a design from McClure, an on-call architect. The project will be divided into two phases. Phase 1 is the area off of 9 Hwy. that will include bike-fix-it stations, a bike rack and a water fountain. Phase 2 is down the stairs to a seating area and then another connection to the Pinecrest area. The next step is once staff receives the comments from McClure, then the project will go out for bid in August.

South Platte Pass Trail - Discussion of the resurfaced area that was included in the budget. Staff will look at the north side of the trail.

Status of the Recreational software - Brittanie said that other city departments are looking at the software company to include in the software package. Once these are complete, the agreement will be presented to the Finance Committee and the Board of Aldermen as a package deal.

Chair Adam Zink, wanted to recognize and thank Neil Davidson for his many years of service in Parkville.

8. ADJOURN

ACTION: Michelle Flamm moved to adjourn the regular meeting at 7:47 p.m.
Linda Arnold seconded.

RESULT: Motion Passed: 8-0.

The minutes for July 12, 2023, having been read and considered by the Community Land and Recreation Board, were approved on the 9th day of August, 2023.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

8/9/2023
Approval date

July 8, 2023

TO: CLARB members

FROM: Elaine Kellerman, 5243 NW Bluff Circle, Parkville

RE: PLP

I frequently walk the trail at PLP. In the past several years, a number of trees have been planted along the north and west sides of this trail. The ones that were first planted were protected with some type of grated tubes placed around the trunks. I am assuming this was to prevent damage from deer. These have done well. Unlike this growing season, we experienced greater amounts of precipitation when these trees went in. As for the trees planted more recently on the north side, a number of them have died. It does not seem to me that the city has done a good job of protecting the investment made in those trees. Besides not having any type of tubing, no provision was made for keeping them adequately watered. Why bother planting them in the first place if you don't do anything to encourage their growth? Other communities use "tree watering bags" in order to get new trees established. I suggest you review your tree planting guidelines and be more respectful of the way you spend taxpayer dollars.