



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#22-007)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, August 9, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:03 PM on August 9, 2023. Roll was called by Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Adam Zink
Steven Sturgess
Dana Laiben
Nate Askren
Amanda Blackwood
Mary Jane Kuehn
Linda Arnold

Absent with prior notice were:

Michelle Flamm

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 July 12, 2023, regular meeting

ACTION: Steven Sturgess moved to approve the minutes for the July 12, 2023 regular meeting. Nate Askren seconded.

RESULT: Motion Passed: 7-0.

CITIZEN INPUT

Laura Ozenberger - 5704 N. Woodland Point, Parkville, MO wanted to thank the city and CLARB for the positive additions to the parks. Ms. Ozenberger had some concerns regarding the wetlands and had comments regarding the park's tax and was disappointed in the plantings around the pump stations in Platte Landing Park. Laura also expressed disappointment in how long the process is taking to address the Farmers Market and is looking forward to seeing progress.

CLARB addressed Laura's concerns and thanked her for her comments.

3. ACTION AGENDA

A. Approve preliminary review of Parks and Recreation Department Budget Requests

Brittanie Propes, Parks and Recreation Director, presented the preliminary review of the parks and recreation department budget forecast through 2027.

- Chair Adam Zink questioned the \$350,000 carried over from the general fund, and whether this fund would increase. Liaison Phillip Wassmer said that it was an interesting point to be made, and would bring it up for discussion at the Finance Meeting.
- There is a proposed use tax to be included on the November ballot. If passed, 20% of the use tax is earmarked for trails.
- It was recommended to have a joint CLARB and Board of Aldermen work session to discuss the Farmers Market. CLARB members suggested a community update and not a survey.
- Adams Park Improvements - The feedback that the city has received from Watkins Park is that it is underutilized and staff feels that there may not be a need to improve Adams Park with it being so close to Adams Park. Staff plan to remove the shelter at Adams Park as it is falling apart.
- Park Entry Signage - Include some signage in the 2024 budget

Linda Arnold left the meeting at 7:04 p.m. before the motion.

ACTION: Steven Sturgess moved to recommend the preliminary review of the budget requests for the 2024 Parks and Recreation Budget and the 2024-2028 Capital Improvement Program with discussed items and changes to the parks budget. Nate Askren seconded.

RESULT: Motion Passed: 6-0.

4. NON-ACTION AGENDA

A. Volunteer Management Manual

Kristen Bontrager, Nature Sanctuary Director, presented a Volunteer Management Manual for review. This manual is a working document where more can be added in the future.

Volunteer Rolls:

1. Stream Team VWQM
2. Special Events
3. Periodic Volunteers
4. Regular Service
5. Trail Maintenance
6. Natural Resource Management (Requires Training)
7. PNS and Parks Ambassadors (New)

The volunteer program is all staff driven and there are a lot of conversations about what is needed.

Roll of Martha Wright, Nature Sanctuary Ambassador

- 5-10 hours per week
- Talks with visitors about PNS
- Talks trails daily and communicates with staff
- Assisted with dog patrol
- Represents PNS at tabling events when asked
- Lead volunteer for special events (first to go through training)
- Litter clean-up

Beginning in January, 2024, volunteers will be able to sign up online for specific events and work days.

Volunteers working with children will have background checks

More recognition on social media and they will have t-shirts

B. New Brush Creek Trail and Proposed Maintenance

Brittanie Propes, Parks and Recreation Director, has been working on a draft agreement for the new Brush Creek Trail and proposed maintenance with Platte County.

Brush Creek Trail

- Located along Brush Creek south of highway 45 and along I-435
- New pedestrian bridge at Creekside
- 10-foot-wide concrete rails
- Nearly 2.5 miles long
- Connecting NW River Road, ending north along the eastern right-of-way of I-435 and connecting to the existing paved trail along Brink Meyer Road
- According to Platte County, residents score trails as the top desired park amenity on all county surveys
- A draft agreement between Platte County and Parkville will be presented at the September meeting

The map of the trail will be included in the minutes as Attachment A.

5. STAFF UPDATES ON ACTIVITIES

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
- 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.
- Work Session held on August 1st with BOA and CLARB
- Plan presented to the City
- Construction will begin in the next 1-2 weeks, weather dependent

A. Parks Maintenance

B. Nature Sanctuary

Brittany Propes, Parks and Recreation Director, presented a rough rendering provided by Embassy Landscape of the girl scout shelter paver overlay project.

At a previous meeting, the CLARB had suggested pavers to be used instead of concrete. Brittany explained that some bricks had fallen near the fireplace and affected the stairs. The stairs will need to be replaced and Embassy suggested putting in a ramp in place of the stairs.

C. Capital Improvement Projects Update

D. Special Events

August events are included on the City Website.

6. MISCELLANEOUS ITEMS FROM THE BOARD

- The Parkville Nature Sanctuary will have an intern to help with ghost stories and other events.
- Member Dana Laiben suggested not printing the CLARB packet. It was discussed to just print an agenda and have a script for motions.
- Project Manager, Chris Ashley, explained that moving forward the CIP project summary would only include working projects.

7. ADJOURN

ACTION: Steven Sturgess moved to adjourn the meeting at 7:50 p.m.; Mary Jane Kuehn seconded.

RESULT: Motion Passed: 6-0.

The minutes for August 9, 2023, having been read and considered by the Community Land and Recreation Board, were approved on the 13th day of September, 2023.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

9/13/2023
Approval date

