



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#22-10)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, November 29, 2023 6:00 PM

City Hall Board Room

1. CALL TO ORDER

A.

The meeting was called to order at 06:02 PM on November 29, 2023.

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

Members present were:

Adam Zink

Linda Arnold

Steven Sturgess

Nate Askren

Mary Jane Kuehn

Jessica Holtz

Dana Laiben - *Via Video Conference*

Absent with prior notice were:

Michelle Flamm

Amanda Blackwood

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Chris Ashley, Project Manager; Tom Barnard, Park Superintendent; and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

2. CONSENT AGENDA

A. Approve the minutes for the October 18, 2023, regular meeting

ACTION: Steven Sturgess moved to approve the minutes for the October 18, 2023, regular meeting; Mary Jane Kuehn seconded.

RESULT: Motion Passed: 7-0.

Citizen Input

Sheryl Bierman of 5310 NW Bluffs Way, Parkville, MO., shared her excitement about the upcoming Parks Master Plan and praised City Administrator, Alexa Barton and Parks and Recreation Director, Brittanie Propes for their hard work this past year. Ms. Bierman presented a PowerPoint of pollinator gardens in the area and stormwater detention ponds, that she believed would be a great addition to the parks and recommended that the board consider these options in the Master Plan as it is being designed. Sheryl also would like to see the household survey to include two votes instead of one.

3. NON-ACTION AGENDA

A. Deep Roots Partnership with Callery Pear Buyback Program

Chris Cardwell of Deep Roots Kansas City, 37 South 25th St., KCKS, presented the program to buyback callery pear trees.

- Deep Roots of KC began in 2022 with just 2 communities, Mission, KS and Lee's Summit, MO, as an outlet of Missouri Invasive Plant Council's buyback programs - initially sponsored by Forest ReLeaf of MO. Approximately 150 trees were distributed to homeowners, one of the largest turnouts of the council's partners
- Grew in 2023 to include Topeka KS and earned underwriting from Evergy. Purchased improved nursery stock from Forrest Keeling Nursery, and a distribution of nearly 300 trees to three communities in KS & MO. Over 12 major media coverage, opportunities came through this year's programs. By far the largest impact of any Callery pear 'bounty' programs known in MO and KS in #'s, and interest. People still call us wondering if/when we will repeat.
- 2024 will see 4–5 communities served, with a dramatic increase in funding from underwriting partners, ideally expanding to Parkville, MO and Lawrence, KS! Up to 500 trees could be distributed to residents. Funding also includes signage dedicated to each community (custom banner & wayfinding yard signs), to support repeat participation and smooth execution.

What Deep Roots will provide:

- Well, trees, right? ZERO cost to the City for nursery materials, delivery to Parkville, or administration of the program.
- DRKC will build and manage EventBrite pages for each event, and provide staff to oversee registration and pick-up - throughout lead up and on event day
- Signage for the event - partners have ample input for logos to be included if desired.
- Regular inclusion in our events marketing, social media, and online campaigns. Any print or broadcast media opportunities can be supported by DRKC program staff. Proprietary city media will be shared with DRKC's audience, if desired.
- Supplemental planting guidelines for each participant (flyer).

What Partner Communities may provide:

- Staff and/or volunteer support to smoothly manage, move, set up and distribute up to 100, 3-gallon native trees, leading up to, and on the day of the event. May include watering for Parkville's event, due to date selection. Donuts and coffee may be encouraged :-)
- Individual marketing outreach, be it social, print, broadcast, etc. to Parkville's unique audience of residents, businesses and patrons/visitors
- IDEALLY - Pledge to eliminate the inclusion of Callery pear species in public planting projects, *perhaps demonstrating removal of invasive specimens in parks*, common properties, or natural areas owned by the City. Advocacy for the development community to follow suit. MoIP is currently in serious legislative efforts in Jeff City to "Cease The Sale" of these species throughout the entire state's nursery industry. Similar legislation has passed in North Carolina and Ohio already, with many states following suit. *Preparing our professional and residential communities for such a bold action is vital to the success of the initiatives.*
- Plan to launch the event mid-March.

CLARB thanked Chris.

4. ACTION AGENDA

- A. Provide a recommendation to the Board of Aldermen regarding amendments to Parkville Municipal Code, Chapter 150 – Community Land and Recreation Board, and Chapter 515 – Right-of-Way Management, to address the maintenance of street trees within public rights-of-way.

Stephen Lachky, Community Development Director, presented an amendment to the Parkville Municipal Code, Chapter 150. During a previous Board of Alderman work session, it was recommended to amend the code. Stephen presented slides to explain the code to be amended and to keep CLARB's repair and maintenance recommendations for park trees and not street trees in the right-of-way.

Discussions focused on maintaining the criteria of being a Tree City USA recipient of having a tree board. It was explained that CLARB would continue fulfilling the requirement of being a tree board. CLARB would like to have a tree list that is best for the area and to be reviewed every five years to update. There were also recommendations that the city set guidelines for the HOA's and developers to go by.

ACTION: Nathan Askren moved to recommend the Board of Aldermen consider approval of amendments to Parkville Municipal Code, Chapter 150 – Community Land and Recreation Board, and Chapter 515 – Right-of-Way Management, to address the maintenance of street trees within public rights-of-way with two considerations from CLARB, that the section on page 12 150.70 that outlines street trees species to be planted, not be stricken as proposed, and also that Section 515.670 sub item 1 under A that also details the tree species that shall be planted has a consideration added for the list that CLARB maintain. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

B. US Army Corps of Engineers Wetlands Update and Water Source Recommendation

Brittanie Propes, Parks and Recreation Director, gave an update to the wetlands and said that it was holding water and that the Corps is still wafting on bentonite. The Corps of Engineers recommended a well to be placed on the northern side of the wetland. Brittanie explained that there are two main options, which are the solar pump or a windmill. USACE is looking for direction from CLARB for recommendation to the Board of Aldermen on the well location, pump type and fencing.

Resident, David Dods - 5308 NW Bluffs Way, Parkville MO, Environmental Engineer, had suggestions about where to put the well and the type of pump that was included in his letter and presented a PowerPoint, which both were included in the CLARB packet.

Resident, Carla Dods - 5308 NW Bluffs Way, Parkville, MO, President of the Board of Directors of the Platte Land Trust, spoke on the considerations of the windmill option and said that it would not have an impact on birds; and suggested native vegetation to cover the fencing.

Sheryl Bierman of 5310 NW Bluffs Way, Parkville, MO., said that the pump would need to be within the wetlands area, either the northern or the southern area. Sheryl said that either option would need to be removed if there is flooding.

ACTION: Adam Zink moved to recommend to the Board of Aldermen that the windmill selection be used and would like them to consider the flood possibilities and the best location based on the elevation of the project area and where it should go to maintain the water levels appropriately. Jessica Holtz seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

Train Depot Process and Timeline

- 1/1/2024 - RFP issued and posted on the City of Parkville website
- 1/16/2024 - (1:00-3:00 p.m.) Pre-bid open house walk through of building with City staff present to answer any questions.
- 1/31/2024 - Receipt of proposals due by 5:00 p.m. CT
- February 2024 - A selection committee comprised of City staff and elected officials will evaluate proposals and (at City's option) select a short-listed group of finalists for interviews.
- February 2024 - Preferred individual/organization is notified of their selection. City staff negotiates with the preferred individual/organization and drafts a lease agreement.
- March 2024 - Staff presents a recommendation to the Board of Aldermen at their regular meeting, and the Board takes action to formally enter into a lease agreement.

Does not impact plans for the Veteran's Memorial at the Spirit Fountain

Farmers Market

- Presented our grant application to the Platte County Parks Board on November 14th. Parks Board recommended approval 4-1
- Received several letters of recommendation for the grant
- Platte County Commission Votes on the final grant award on Monday, December 4th at 9:00 a.m.

Project Updates

- Gateway Park Project - Construction will begin, weather dependent
- Veteran's Memorial - SFS reviewing rough renderings and will provide updated scope and fees.
- Girl Scout Cabin at PNS - Completed, pending final walk through
- A-Truss Bridge & Dumpster - Construction will begin, weather dependent
- Exercise Equipment at PNS - Drafting MOU. New information will be presented at an upcoming CLARB meeting

Upcoming

- Schedule of Fees - moved to next meeting
- Bike Friendly Community Discussion - Moved to next meeting
- Tree Maintenance Management Plan - Still under review
- Master Plan Steering Committee meetings will be set after the contract is award

A. Parks Maintenance Updates

B. Nature Sanctuary

Goats in the Nature Sanctuary

C. Parks Capital Improvement Updates

D. Special Events

- 12/1 Christmas on the River - Dog Park will be closed all day due to the fireworks set up
- 12/8 Parkville's Most-Spirited Holiday Home
- 12/16 Dog Paws and Santa Claus 1-3 p.m.
- 12/16 Winter Wonderland at Parkville Nature Sanctuary 3:30 -4:30 p.m.
- 12/31 Bodies Time Traveler's Race at English Landing
- 1/17 MPRA Maintenance Rodeo
- 3/1 New Software goes live for reservations

E. Bicycle Friendly Community, History and Discussion

Moved to upcoming meeting

6. MISCELLANEOUS ITEMS FROM THE BOARD

Member Dana Laiben wanted to give a shout-out to Parks Superintendent, Tom Barnard, for all his work based on the parks report of the cruise night set up, dog stations and pulling the trash dumpster out of the river.

7. EXECUTIVE SESSION

The Community Land and Recreation Board may enter into closed session pursuant to RSMo. 610.021(12) for sealed bids and contract negotiations

ACTION: It was moved by Steven Sturgess and seconded by Linda Arnold to enter into the executive session to discuss sealed bids and contract negotiations pursuant to RSMo 610.021(12) and when finished that we adjourn this meeting from the executive session.

RESULT: Motion 6-0.

AYES: Adam Zink, Linda Arnold, Steven Sturgess, Nate Askren, Mary Jane Kuehn, Jessica Holtz

NOES: None

ABSTAIN: None

The Board entered the executive session at 8:13 p.m. The Board adjourned in open session

Clerks Note: The minutes from the executive session are on file with the City Clerk.

8. ADJOURN

The minutes for November 29, 2023, having been read and considered by the Community Land and Recreation Board, were approved on the 10th day of January 2024.

DocuSigned by:
Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

1/10/2024
Approval date



EXECUTIVE SESSION MINUTES
COMMUNITY LAND AND RECREATION BOARD
CITY OF PARKVILLE
November 29, 2023

1. Call to Order

Chair Adam Zink called the November 29, 2023, executive session to order at 8:13 p.m. in the Board Room to discuss sealed bids and contract negotiations pursuant to RSMo 610.021(12).

Present:

Adam Zink – Chair
Steven Sturgess – Vice Chair
Linda Arnold – Secretary
Nate Askren
Mary Jane Kuehn
Jessica Holtz

Absent:

Dana Laiben
Amanda Blackwood
Michelle Flamm

Also in attendance:

Brittanie Propes, Parks & Rec. Director
Alexa Barton, City Administrator,
Chris Ashley, Project Manager
Tom Barnard, Parks Superintendent
Bonnie Buckmaster, PW Dept. Assistant

2. Motion to Enter into Executive Session

The motion was made during the regular CLARB meeting.

3. Sealed bids and contract negotiations pursuant to RSMo 610.021 (12)

Discussion was limited to sealed bids and contract negotiations.

4. Motion to Close Executive Session

ACTION: IT WAS MOVED BY STEVEN STURGESS AND SECONDED BY LINDA ARNOLD TO **CLOSE THE EXECUTIVE SESSION AT 8:45 P.M.**

RESULT: MOTION PASSED 6-0.

AYES: ADAM ZINK, LINDA ARNOLD, STEVEN STURGESS, NATHAN ASKREN, MARY JAN KUEHN, JESSICA HOLTZ

NOES: NONE

ABSTAIN: NONE

5. Motion to Adjourn

The Board returned to the regular meeting. The regular meeting was adjourned at 8:45 p.m.

Submitted by:

DocuSigned by:
 1/10/2024

Bonnie Buckmaster, PW Dept. Asst.
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Certificate Of Completion

Envelope Id: 40C4460038E0497AB494514D575E09A8	Status: Completed
Subject: Here is your signed document: 11-29 Draft Minutes.docx	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelope Stamping: Disabled	Bonnie Buckmaster
Time Zone: (UTC-06:00) Central Time (US & Canada)	8880 Clark Ave
	Parkville, MO 64152
	bbuckmaster@parkvillemo.gov
	IP Address: 24.106.55.10

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Status: Original	Holder: Bonnie Buckmaster	Location: DocuSign
2/15/2024 10:33:17 AM	bbuckmaster@parkvillemo.gov	

Signer Events	Signature	Timestamp
Bonnie Buckmaster bbuckmaster@parkvillemo.gov Public Works Department Assistant City of Parkville MO Security Level: Email, Account Authentication (None)	DocuSigned by: <i>Bonnie Buckmaster</i> E020B75F3E534E4... Signature Adoption: Pre-selected Style Using IP Address: 24.106.55.10	Sent: 2/15/2024 10:33:39 AM Viewed: 2/15/2024 10:33:55 AM Signed: 2/15/2024 10:39:19 AM Freeform Signing

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Bonnie Buckmaster bbuckmaster@parkvillemo.gov Public Works Department Assistant City of Parkville MO Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/15/2024 10:39:20 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/15/2024 10:33:39 AM
Certified Delivered	Security Checked	2/15/2024 10:33:55 AM
Signing Complete	Security Checked	2/15/2024 10:39:19 AM
Completed	Security Checked	2/15/2024 10:39:20 AM

Payment Events	Status	Timestamps
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