



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-005) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, May 8, 2024 6:00 PM
City Hall Board Room

1. CALL TO ORDER

- A. Adam Zink
Linda Arnold
Michelle Flamm
Steven Sturgess
Dana Laiben
Amanda Blackwood
Nathan Askren
Mary Jane Kuehn
Jessica Holtz
Phillip Wassmer (Liaison)

2. CONSENT AGENDA

- A. Approve the minutes for the April 10, 2024, regular meeting

3. NON-ACTION AGENDA

- A. Composting Presentation with Hayden Andrews, KC Can Compost.
- B. Quarterly Budget Update with Bryan Kidney, Deputy City Administrator

4. ACTION AGENDA

- A. 2024 Election of Board Officers

5. STAFF UPDATES ON ACTIVITIES

- A. Parks Maintenance
- B. Nature Sanctuary
- C. Parks Projects
- D. Special Events

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN

Posted Date 5/7/2024
& Time: 10:45 a.m.

By:
Bonnie
Buckmaster



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-004)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, April 10, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:02 PM on April 10, 2024. Roll was called by Brittanie Propes, Parks & Recreation Director.

Members present were:

Michelle Flamm

Linda Arnold

Steven Sturgess (via videoconference)

Dana Laiben

Nate Askren

Amanda Blackwood (via
videoconference)

Mary Jane Kuehn

Jessica Holtz

Phil Wassmer (Liaison)

A quorum of the Board was present.

Absent with prior notice were:

Adam Zink

Brittanie Propes, Parks & Recreation Director; Chris Ashley, Project Manager; were present on behalf of the City.

2. CONSENT AGENDA

- A. Approve the minutes for the March 13, 2024, regular meeting

ACTION: Michelle Flamm moved to approve the minutes for the March 13, 2024 minutes. Jessica Holtz seconded.

RESULT: Motion Passed: 8-0.

3. ACTION AGENDA

- A. Approve the second amendment to the use agreement with the Parkville Farmers Market Association to waive the annual fee increase in 2024
Brittanie Propes, Parks & Recreation Director, provided the second amendment to the agreement with the Parkville Farmers Market Association to waive the annual fee increase in 2024. With the Farmers Market structure not in use, it was requested to waive the increase and to keep the annual fee at 1,229.88.

ACTION: Michelle Flamm moved to approve the second amendment to the use agreement with the Parkville Farmers Market Association to waive the annual fee increase in 2024. Jessica Holtz seconded.

RESULT: Motion Passed: 8-0.

4. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

There were requests from residents to remove the callery trees in Adams Park. However, the trees that were in question at Adams Park were not callery pear. Park's staff did remove trees that were callery pear at Sullivan Nature Sanctuary and saplings at Platte Landing Park.

B. Nature Sanctuary

C. Parks Capital Improvement Projects

D. Special Events

5. MISCELLANEOUS ITEMS FROM THE BOARD

Jack from Boy Scout Troop #261 attended the CLARB meeting to get his merit badge in Citizenship and Community.

Training Request KC Canopy cover program – Mary Jane requested to invite Taylor Neff from MDC.

6. ADJOURN

ACTION: Michelle Flamm moved to adjourn the regular meeting at 6:40 p.m.

Nate Askren seconded.

RESULT: Motion Passed: 8-0.

The minutes for April 10, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 8th day of May 2024.



PARKS & REC UPDATES

April Meeting



ACTION AGENDA

Farmers Market Association MOU Fees

- **In 2014, the Board of Aldermen approved a use agreement to allow the Parkville Farmers Market Association (PFMA) to assume management of the downtown farmers market as a private entity**
- **The Farmer's Market Use agreement is an annual agreement that auto-renews every January until it caps at \$1,500 - which would occur in 2029**
- **In 2023 the PFMA approached the City and requested that, because the Farmers Market building is still damaged and they won't be able to hold the market there, the annual 3% fee increase be waived in 2023. The increase of fees was waived in 2023.**
- **Since the PFMA will be operating in the downtown parking lot, they are requested to waive the increase of fees for the 2024 season.**
- **The fee is currently \$1,229.88**

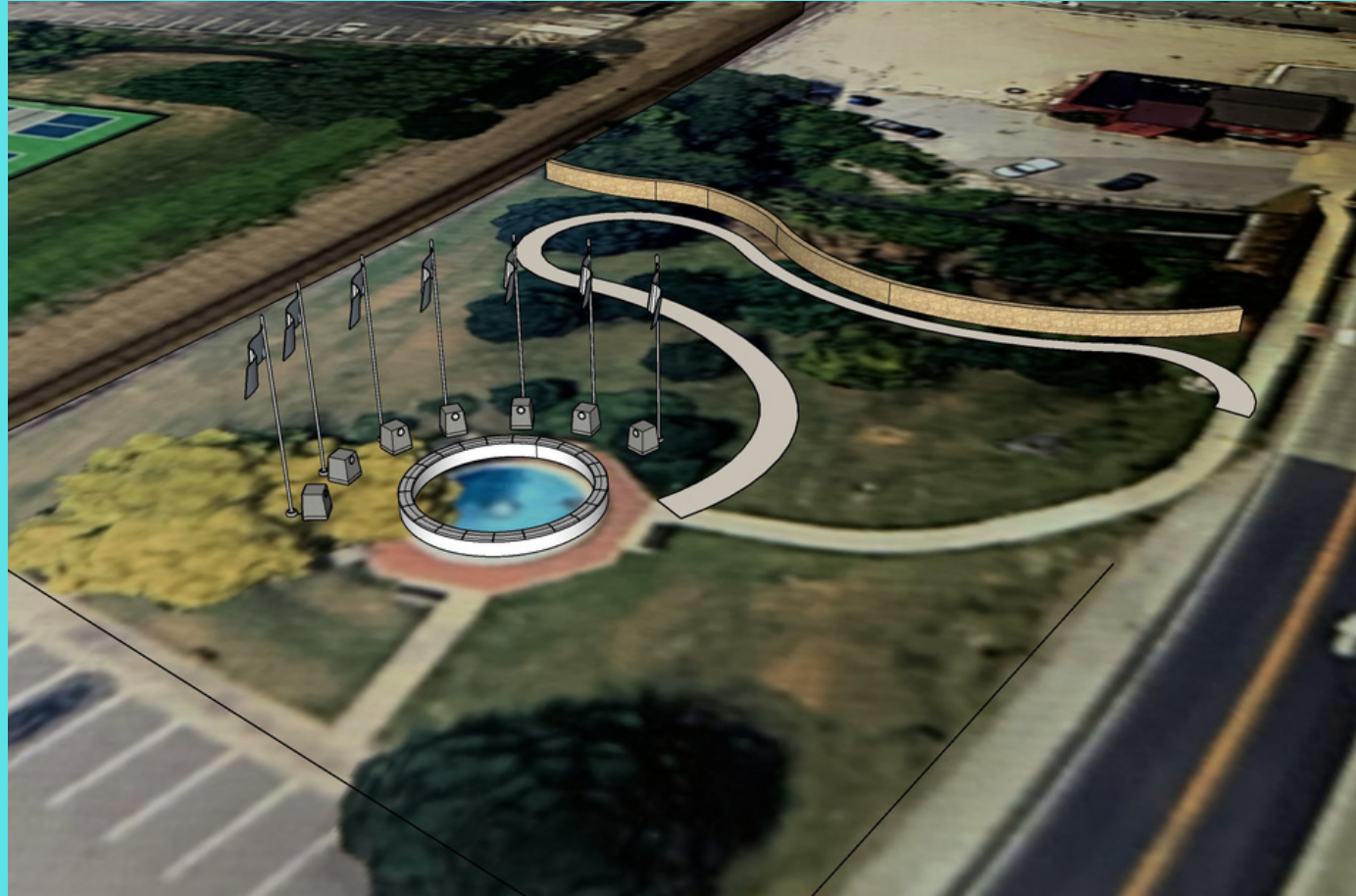


OTHER UPDATES

Project Updates

- **Veteran's Memorial**
- **Train Depot**
- **Farmers Market**
- **Bridge to Platte Landing Park**
- **Wetlands**
- **Reservation Software**

Veteran's Memorial



- Veteran's Committee Meeting was held on Tuesday, March 26th at 5:00pm and they decided to proceed with the following items:
 - Installing 6 flag poles
 - Installing 6 flags
 - Running electrical to light the new 6 flag poles
 - Rearrange benches to make room for flag poles
- The Veteran's Committee decided to proceed with a smaller scope of work and then campaign for additional funding for later phases
- Staff is securing quotes for the flag poles and electrical work

Train Depot

- *Proposals were accepted until January 31st*
- *Selection Committee met February 22nd*
- ***Proposals are still under review and in the evaluation process***
- *A joint work session will be scheduled once the Selection Committee has a recommendation*



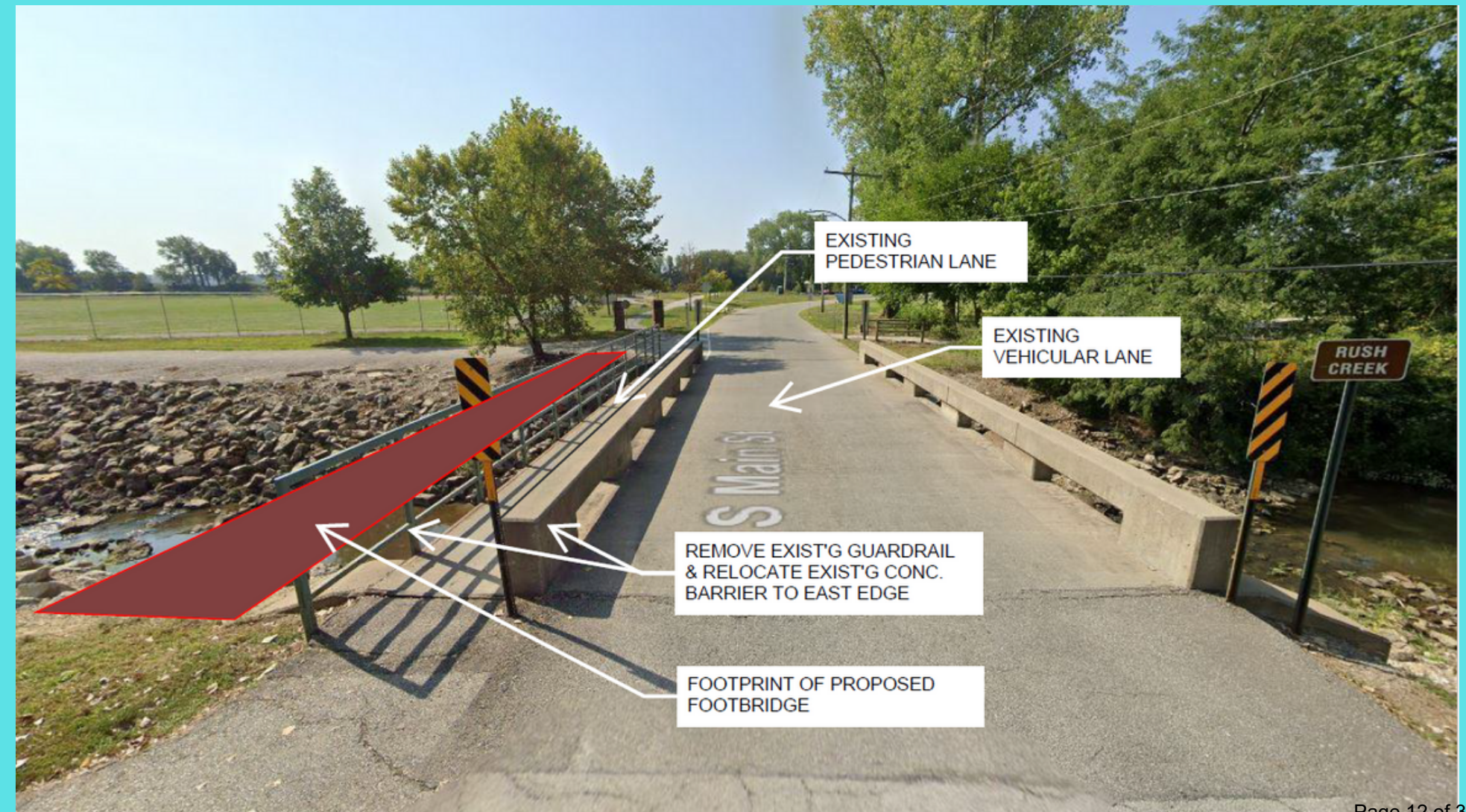
Farmers Market

April 2, 2024: The agreement with BBN for final design documents and construction documents was approved.

April 30, 2024: BBN is seeking CLARB and BOA input at the joint work session on April 30th at 5:30pm. The Work Session will include a presentation of preliminary plans, discussion regarding the difference in price for a basic structure vs. a basic structure that has the ability to add additional amenities in the future, BBN's opinion of the structure's anticipated life expectancy so the governing body can have a sense of how soon the potential enhancements would need to be implemented, and direction for BBN to move forward with design plans.

Bridge to Platte Landing Park

- Platte County Outreach Grant was submitted in February
- Project awards are expected to be announced in May
- If we receive the grant funding, staff will pursue the vehicular and pedestrian bridge design
- We were approved for the Outreach Grant for \$40,000 (full requested amount)
- Staff is securing quotes for the design phase



Wetlands

- Staff met on-site with Missouri Department of Conservation Wetlands Biologist, Neal Young, on April 1st
- Earlier today, the USACE construction crew installed the remaining bentonite and completely finished the Wetlands pools.
- The construction crew will finish grading the park and button up the construction area. They plan to be cleared out of Platte Landing Park in the next couple of weeks.
- This is a huge accomplishment with all the weather-related setbacks this spring.
- Next steps include the delivery and installation of the windmill and the planning and installation of vegetation.
- More information regarding the vegetation plans will be discussed at the Joint Work Session on April 16th at 6pm.



Wetlands



Invasive Species (Honeysuckle) Removal in Parks



2024 Events

- **4/20 Boy Scout Recruiting Event at Downtown Parking Lot**
- **4/22 Earth Day & Arbor Day Celebration**
- **4/24 Kansas City Symphony in the Park at 6pm**
- **4/27 Parkville Microbrew Fest at English Landing Park**
- **4/27 Farmers Market Grand Opening**
- **5/4 Callery Pear Buyback at Platte Landing Park**
- **5/4 Music at Pocket Park: Summer Concert Series**
- **5/4 Women Lawyers 5K**
- **5/4 Cruise Night**



Empowering People, Preserving the Planet

Who We Are

KC Can is an innovative and timely nonprofit organization committed to transforming the social and environmental landscapes of our region.

Our mission is simple: to provide local businesses, organizations, municipalities, and residents with an easy, clean, and systematic way to sustainably manage their organic waste, and at the same time, prioritize underserved members of the community through green job training and meaningful employment opportunities that offer living wages.

Green Core Training

GCT is an environmental literacy and green jobs training program designed to help people in vulnerable communities find dignified, living-wage employment in the green economy. Those include people experiencing homelessness, youth aging out of foster care, immigrant communities and people returning to the community after having been incarcerated.

Our Impact

Food Waste Diversion

- KC Can has kept over 3,843,764 million pounds of our city's food waste out of the landfill
- As a result, we have prevented over 2,621,447 net pounds of CO₂ from entering the atmosphere

Social Enterprise

- In just 4 years, we've educated 171 individuals facing barriers to employment. Of those,
- 91 students earned *Roots of Success* certifications
- 62 students earned US Department of Labor titles as "*Environmental Specialists*"





KC Can Compost: For The **Greener** Good

FOOD WASTE FACTS

- If food waste were a country, it would be the **3rd largest** emitter of greenhouse gas in the world.
- Food waste contributes to more methane emissions than any other material in a landfill: An estimated 58% of all methane emissions from landfills comes from food waste. That's equivalent to 50 million gas vehicles.
- 35% of the US food supply is wasted every year, roughly half of that during the consumption stage. For an average family of four, that's \$1,500 worth of uneaten food annually.

The concentration of methane in the

- atmosphere has more than doubled in the last 200 years. It's estimated this increase is responsible for 20-30% of climate warming since the Industrial Revolution.

Uneaten food contains enough calories to feed

- more than 150 million people each year. We have approximately 35 million food insecure Americans.

COMPOST BENEFITS EVERYONE

Reduces greenhouse gas emissions, water pollution, and air pollution

Reduces our dependency on landfills

Draws down carbon, keeping it out of the atmosphere

Boosts our food production capabilities

Increases our food's nutrition

Eliminates need for chemical pesticides, by boosting the health of the soil

Creates living-wage jobs

Improves neighborhood resiliency



ITEM 3.B.

For 5/8/2024

Community Land and Recreation Board Meeting

CITY OF PARKVILLE

Policy Report

Date: May 3, 2024

Prepared By:

Bryan Kidney, Deputy City Administrator/Finance Director

Reviewed By:

Brittanie Propes, Parks & Recreation Director

ISSUE:

Quarterly Budget Update with Bryan Kidney, Deputy City Administrator

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

1. Parks 2024-2028 CIP
2. Parkville Nature Sanctuary forecast 4.824
3. Parks forecast 4.8.24

Parkville, Missouri Capital Improvement Program by Funding Source

<u>Division</u>	<u>Type</u>	<u>New or Replace</u>	<u>Name</u>	<u>Total Cost</u>	<u>Grant and/or Other</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Funded ☐ Yes	Parks Sales Tax Fund									
Parks	Equip	New	PK2401	JD 317G Compact Track Loader	74,000		37,000	37,000		
Parks	Project	New	PK2402	Farmers Market	2,000,000	1,350,000	650,000			
Parks	Project	New	PK2403	Traffic Safety at English Landing Park	5,000		5,000			
Parks	Project	Replace	PK2404	Platte Landing Park Pedestrian Bridge	125,000	62,500	62,500			
Parks	Project	Replace	PK2405	Annual Park Beautification	500,000		100,000	100,000	100,000	100,000
Parks	Project	New	PK2407	English Landing Park Scenic Viewing Area	30,000		30,000			
Parks	Project	New	PK2501	Master Plan Priority Project (s)	1,160,000			500,000	360,000	100,000
Parks	Project	Replace	PK2604	Parks HQ Asphalt/Pavement Replacement	35,000			35,000		
Parks	Project	New	PK2703	English Landing Park Stream Stabilization	300,000				100,000	200,000
Parks	Project	Replace	PK2802	Parks HQ storage and heating	100,000				50,000	50,000
Parks Sales Tax Fund				4,329,000	1,412,500	884,500	637,000	495,000	350,000	550,000
Subtotal				4,329,000	1,412,500	884,500	637,000	495,000	350,000	550,000
Grand Total				Grand Total	4,329,000	1,412,500	884,500	637,000	495,000	350,000

City of Parkville, Missouri
Parkville Nature Sanctuary (60) 2024 Adopted Budget
2023 Budget, 2023 Revised, 2023 Unaudited, 2024 Adopted, 2024 YTD 2025-2028 Forecast

Revenues										
Category	2022 Audited	2023 Budget	2023 Revised	2023 Unaudited	2024 Adopted	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Program Revenue	\$ 6,890	\$ 5,500	\$ 5,500		\$ 5,500	\$ 35	\$ 5,500	\$ -	\$ -	\$ -
Donations/Grants	-	4,500	4,500	8,141	4,500	809	4,500	-	-	-
Transfers	-	63,000	63,000	63,000	-	-	-	-	-	-
Total Revenues	6,890	73,000	73,000	71,141	10,000	844	10,000	-	-	-
Expenditures										
Salary and Benefits	-	74,119	74,000	85,724	-	-	-	-	-	-
Operating	8,262	13,135	17,200	17,298	26,000	593	-	-	-	-
Equipment	-	-	-		-		-	-	-	-
Capital	-	94,000	90,000		46,000	3,380	102,814	-	-	-
Total Expenditures	8,262	181,254	181,200	103,022	72,000	3,973	102,814	-	-	-
Increase (decrease)	(1,372)	(108,254)	(108,200)	(31,881)	(62,000)	(3,129)	(92,814)	-	-	-
Beginning FB	264,385	142,832	263,013	263,013	154,813	231,132	92,813	-	-	-
Ending FB	\$ 263,013	\$ 34,578	\$ 154,813	\$ 231,132	\$ 92,813	\$ 228,003	\$ (1)	\$ -	\$ -	\$ -

City of Parkville, Missouri
Parks Sales Tax Fund (41)
2023 Budget, 2023 Unaudited, 2024 YTD, 2024-2028 Forecast

Revenues									
Category	2023 Budget	2023 Revised	2023 unaudited	2024 Adopted	2024 Year to Date	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Taxes	\$ 770,000	\$ 947,000	\$ 952,254	\$ 975,000	319,333	\$ 1,004,000	\$ 1,034,000	\$ 1,065,000	\$ 1,097,000
Program Revenue	40,000	40,000	34,617	37,000	5,990	37,700	38,400	39,100	39,800
Other	-	-		-	-	-	-	-	-
Grants/Donations	1,000	402,743	432,093	1,000	-	1,000	1,000	1,000	1,000
Transfers	350,000	350,000	350,000	426,000	106,500	439,000	452,000	466,000	480,000
Total Revenues	1,161,000	1,739,743	1,768,964	1,439,000	431,823	1,481,700	1,525,400	1,571,100	1,617,800
Expenditures									
Salary and Benefits	541,496	541,496	452,949	771,000	129,095	870,000	896,000	923,000	951,000
Operating	227,575	227,575	173,034	228,000	21,107	253,000	261,000	269,000	277,000
Capital	478,500	478,500	273,113	496,000	41,690	962,000	645,000	350,000	350,000
Transfers Out	-	-	-	-	-	-	-	-	-
Total Expenditures	1,247,571	1,247,571	899,096	1,495,000	191,892	2,085,000	1,802,000	1,542,000	1,578,000
Increase (decrease)	(86,571)	492,172	869,868	(56,000)	239,931	(603,300)	(276,600)	29,100	39,800
Net Change to FB	(86,571)		869,868	(56,000)	239,931	(603,300)	(276,600)	29,100	39,800
Beginning FB	772,097	785,748	887,082	1,756,950	1,756,950	1,700,950	1,097,650	821,050	850,150
Ending FB	\$ 685,526	\$ 1,277,920	\$ 1,756,950	\$ 1,700,950	\$ 1,996,881	\$ 1,097,650	\$ 821,050	\$ 850,150	\$ 889,950
Fund Balance % (of OPS)	89%	166%	281%	170%	1329%	98%	71%	71%	72%

**CITY OF PARKVILLE
Policy Report**

Date: May 6, 2024

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

2024 Election of Board Officers

BACKGROUND:

Pursuant to Parkville Municipal Code Chapter 150, the Community Land and Recreation Board (CLARB) acts in an advisory capacity to study trees and shrubs along streets and in other public areas; review matters of park planning or other issues brought before the Board of Aldermen; and make recommendations regarding public neighborhood beautification project requests, event approvals occurring on community public right-of-way and park land, and procedures for carrying out such events. It consists of nine members who serve staggered, three-year terms.

According to the Community Land and Recreation Board Bylaws and Procedures adopted on October 12, 2005, the officers of the Community Land and Recreation Board shall consist of a Chairman, Vice Chairman, and Secretary. The Community Land and Recreation Board shall annually elect these officers from its citizen members. Nominations shall be made from the floor, and the person receiving a majority vote of the total Board membership shall be declared elected. Officers shall serve until their successor is elected. No member may serve as Chairman for more than three consecutive elected one-year terms.

The Board members that currently hold the elected positions are Adam Zink as Chairman, Steven Sturgess as Vice Chairman, and Linda Arnold as Secretary

BUDGET IMPACT:

As this is an administrative item, there is no budget impact.

ALTERNATIVES:

1. Hold elections for the Chairman, Vice Chairman, and Secretary positions.
2. Postpone the elections.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board hold 2024 Board elections.

POLICY:

City Ordinance No. 2179 §1, 2-15-2005 states that the Community Land and Recreation Board shall choose its own officers.

SUGGESTED MOTION:

1. I move to nominate _____ as Community Land and Recreation Board Chairman.
2. I move to nominate _____ as Community Land and Recreation Board Vice
Chairman.
3. I move to nominate _____ as Community Land and Recreation Board Secretary.

ATTACHMENTS:

None

Monthly Activity Report



Reporting Date	May 2, 2024
Project Report	Parks Maintenance Report
Meeting	May 8, 2024 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Tom Barnard , Parks Superintendent

Summary

The following Parks-related activities took place during April 2024:

- Wetland meeting held with MDC in Platte Landing Park to review progress
- Rain event – closed Dog Park over the weekend
- 1st Cruise Night held. Cones/Barricades/Trash Barrels set out and returned
- Electrical contactor replaced on downtown meter box for accent lighting
- Air Fresheners / Batteries changed at ELP/PLP Restrooms
- Water turned on at ELP
- 3 - Irrigation heads replaced at Grigsby Field
- Pocket Park weed removal and landscaping maintenance
- PAC – Parking lot retaining wall brush removed. Parks and Streets efforts combined.
- Controlled burn, PLP
- Park Headquarters – yard organized and old materials removed to City Cleanup.
- Parkville Clean-up Parks & Street Dept. combined efforts
- 2nd Seasonal employee hired; Sonny Rufenacht
- Further Honeysuckle removed from Adams Park, vines on tree were cut
- Playground inspection completed. Additional play surface material added.
- Swing set seats replaced
- Pickleball gate latch vandalized, repaired
- JD Gator serviced, greased, oil changed
- Brew Fest kickoff meeting held
- Brew Fest preparation. Electrical outlets checked. Picnic tables moved
- Farmer’s Market sink, removed from storage, cleaned, filled and placed in parking lot
- ADA Portable restroom ordered and placed in parking lot for the Farmer’s Market
- Spirit fountain, drained and cleaned
- Assist Public Works Department with Marshall Dental landscaping shrubs replaced, mulch added, repair from Hwy 9 improvements
- Mowing ongoing and in full swing
- Flower beds cleaned out at Farmer’ Market steps
- Brush Creek Mowing, dog station erected, trash cans set out
- Trash can domes – graffiti removed
- Tree limbs/branches picked up due to high winds. 2 occasions
- Rush Creek bank stabilized with rip rap to prevent erosion behind McKeon Stage, fortified with small rip rap.
- 3- Large severely declining trees in Sullivan Nature Sanctuary fell, trees were on removal list, but were removed because of budget restraints
- 8 – 1 ½” caliper trees planted in Sullivan Sanctuary
- 6 – 1 ½ caliper trees planted in ELP
- Large Dog Park closed – heavy rains
- Ballfields groomed 2x weekly
- Restrooms cleaned & stocked- daily and ongoing
- Dog stations stocked regularly as needed

Monthly Activity Report



Reporting Date	May 6, 2024
Project Report	Parkville Nature Sanctuary Report
Meeting	May 8, 2024 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Kristen Bontrager, Parkville Nature Sanctuary Director

Summary

Programming: Events and Volunteer workshop/ workday schedule posted on PNS kiosk, City website, and Facebook pages.

- Events: Earth Day and Arbor Day were celebrated on April 22nd.
- An additional Arbor Day celebration is planned for May 4th in Platte Landing Park with Deep Roots.
- Participated in the Callery Pear Buyback Program with Deep Roots in Lee’s Summit on April 27th.
- Installed native plant species to finish up MDC Cost Share grant.
- Preparations for May Day hike on 5/1 complete.

Trail Maintenance: Installed native understory plants in Sullivan on 4/30. Large trees removed from PNS White Tail Trail following storms.

FOPNS: Agreed upon sellable prints at City Hall. Met on 4/23.

Professional Development: Completed the prescribed burn evaluation from our Feb. burn. All data submitted to Missouri Prescribed Burn council. Prairie has responded to the burn exactly as expected.

Grants: Finalized all purchases for MDC Cost Share Grant for Sullivan. Gathered all remaining information needed to complete the Platte County Parks Outreach Grant and will be ordering new shed for PNS programming materials in early May.

Other:

Fish and Wildlife released a grant for invasive species removal funding, it is due 5/27 and PNS will be asking for maximum funding.

Volunteer Hours: Cub Scouts from St. Therese came out to PNS to spend an entire Saturday removing Garlic Mustard.

Hosted Earth Day and Arbor Day event at Sullivan on 4/22. Planted four Bald Cypress with 2–3-inch caliper, Pecan, Button Bush, Indigo Bush, and Ninebark saplings from MDC along Rush Creek.

Installed hundreds of native understory plants in Sullivan and put down over five pounds of native seed throughout on 04/30.

Parkville Nature Sanctuary Volunteer Hours

Month	Hours	Total Hours YTD
January	12	12
February	48	60
March	58	118
April	113	231

Monthly Activity Report



Reporting Date	May 3, 2024
Project Report	Parks Capital Improvement Project Report
Meeting	May 8, 2024 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Chris Ashley, Project Manager

Project Updates

1. **PLP Wetlands** – The city serves as a local project sponsor with the project led and contracted out by the US Army Corps of Engineers (Corps). [Funding via Section 1135](#) for construction of a Wetland Project in Platte Landing Park, includes:

Project History in previous packets

Updates

- Staff continued discussions with Missouri Department of Conversation to determine next steps. Staff had a site visit with MDC in early November.
- In January staff met with the Army Corps of Engineers to begin discussions about how we can move forward with repairs for the Wetlands.
- Staff received the new appraisal for Platte Landing Park.
- *Site visited with USACE at the end of April. This was the first step in discussing plans for the Wetland Reset/Liner Installation.*
- Conversations have continued with USACE to determine local soil that is available from developers that may be used for the clay liner. USACE has been conducting soil testing on development sites
- On July 5, 2023 USACE soil engineers began sampling areas near the Wetlands and areas in Platte Landing Park to test for compatible clay to be used for the liner.
- The USACE will provide the City with an update on their findings and a recommended plan to move forward later this summer.
- On August 1, 2023 Leigh Mitchell, USACE Project Manager, attended a joint Work Session with the BOA and CLARB to present their recommended approach to the restoration of the Wetlands project.
- The last few months have included funding acquisition, geotechnical assessment, and project scoping.
- Within the next 1-2 weeks the area will be mowed to allow construction and staging, including delivery of materials.
- Over the next 2-4 months the USACE plan to complete the necessary earthwork.
- The City and the USACE will continue discussions regarding the vegetation management and potential water sources. That work is anticipated to be done in Spring 2024.
- Staff mowed roughly 80 acres at PLP to prepare for the earthwork.
- The USACE began construction and have been moving dirt since the end of August. No other significant updates to report.
- The USACE experience delays getting the bentonite but progress continues. Parks Staff and USACE have a site visit scheduled to review progress the week of October 23rd.
- The USACE attended the November 21st meeting to present options for a water well and energy source. This presentation will be shared at the November 29th CLARB meeting.
- 500 Tons of bentonite has arrived on site. Workers are currently grading the surrounding area so it will slope (and drain) into the wetland ponds. The next steps will be to install the bentonite and then top soil to sustain the future vegetation.
- The South Wetland pool is completely finished. The USACE is still lining the north pool with bentonite. Once all of the bentonite is added to the pool, the USACE will grade Platte Landing Park to restore the construction area.
- The USACE will presented an update and a vegetation plan for CLARB and the BOA at a joint work session on April 16th at 6pm.
- The windmill for the south well has been secured and will be delivered and installed this summer.
- Staff is meeting on site with the ERDC vegetation experts on Friday, May 10, 2024 to discuss vegetation plans for this summer and planting plans
- *STATUS – IN PROGRESS.*

2. **Wetlands Educational Areas**

- This scope of this project is to add stone slab benches and informational signage in the two pedestrian cul-de-sac areas of the Wetlands. This project was first started in 2020 but was later suspended when the water retention problem began.

- January 2, 2024: Staff met on site to determine the possible locations for (6) stone slab benches and (3) informational signs in each of the cul-de-sacs.
- Staff is currently obtaining quotes from multiple vendors for both items.
- Staff has ordered the frames for the informational kiosks and is currently working on the artwork and text for the signage.
- Staff has decided to put the stone bench order on hold for approximately (2) months, until the Corp of Engineers finishes up work on the site.
- April 19, 2024: Informational kiosk frames were delivered.
- Staff is continuing to work on the information and graphics for the signs themselves.
- Stone bench slabs have been ordered. It is anticipated they will be delivered by the end of May 2024.
- STATUS – IN PROGRESS

3. **Farmers Market**

Full Project History in previous packets

Updates

- Staff participated in a joint work session with the Board of Aldermen and members of CLARB on September 5th, 2023. The following items were agreed upon:
 - The City will engage BBN to modify their cost estimate to focus on previous version B1, a timber-framed structure similar to the original, with a larger column bay and potential for future phases.
 - The City will formally withdraw from our previously awarded Partnership Grant for the Platte Landing Park ballfields.
 - The City will start a new Partnership Grant application for the new Farmers Market structure.
- October 16, 2023: The City submitted for a new Platte County Partnership Grant in the amount of \$1M for a new Farmers Market structure. The previously awarded grant for the Platte Landing Park Recreation Fields was returned by the City.
- November 14, 2023: Staff will verbally present our grant application to the Platte County Partnership Grant Committee as a part of their approval process.
- Staff and BBN will return to the Board of Aldermen with updated renderings and cost estimate.
- The Platte County Parks Board voted to recommend the full amount of \$1,000,000 to the Farmers Market Project by a vote of 4-1. The Platte County Commissioners will now vote on the Partnership Grant applications on Monday, December 4th.
- December 4, 2023: The Platte County Parks Board formally awarded the City of Parkville the \$1M grant request.
- BBN put together a scope of work for the upcoming design phase.
- April 2, 2024: The agreement with BBN for final design documents and construction documents was approved.
- April 30, 2024: BBN met with CLARB and BOA input at the joint work session on April 30th at 5:30pm. The Work Session included a presentation of preliminary plans, discussion regarding the difference in price for a basic structure vs. a basic structure that has the ability to add additional amenities in the future, BBN's opinion of the structure's anticipated life expectancy so the governing body can have a sense of how soon the potential enhancements would need to be implemented, and direction for BBN to move forward with design plans.
- April 30, 2024: Joint CLARB/Board of Aldermen work session. BBN presented the latest open and future enclosed design schemes. It was decided to add approval of the design schemes to the May 7, 2024 Board meeting agenda for a formal vote.
- STATUS – IN PROGRESS.

4. **Gateway Park (9 HWY and NW 62nd Street)**

- October 14, 2022: Staff met with residents of the Pinecrest neighborhood to discuss their goals for the project:
 - Bench seating in the shade
 - Drinking fountain
 - Landscaping
 - Direct pedestrian access to the Hwy 9 trail
 - Possible parking with access via the yet-to-be developed site directly to the south
- Staff is in the process of evaluating fee proposals from landscape architects to develop some conceptual designs for this project.
- Staff is in the process of evaluating fee proposals from surveyors.
- McClure Engineering has been selected to design the project.
- January 5, 2023: Staff will meet with their project manager on site to kick-off the project.
- RL Buford has been selected to do the survey work. They anticipate being on site the first week of January, 2023.
- Staff submitted the Platte County Outreach Grant.
- February 21, 2023: Staff presented the project, in person, to the Platte Landing Outreach Grant committee.
- The Committee indicated that the grant award announcements would be made around the 3rd week of March, 2023.
- The City of Parkville was awarded \$34,000 for the Platte County Outreach Grant for Gateway Park.
- Staff and Gateway Park committee met on April 3rd to discuss next steps in the planning and design of the park.
- Staff is working with McClure Engineering on construction documents for the park. It is estimated that the project will go out for bidding around the middle of August.
- Staff is preparing to put the project out to bid by September 12, 2023.
- The Bid opening for the Gateway Park project occurred on October 3, 2023.
- Staff is preparing contract documents for the contractor to proceed. Work is anticipated to start later this fall.
- October 3, 2023: At Bid Opening, (2) bids were received. J. Richardson Construction was the low bidder.
- J. Richardson's contract has been approved by the Finance Committee and the Board of Aldermen. Staff is waiting for the Contractor's insurance documents.
- February 14, 2024: Construction has begun and should take approximately (4) weeks to complete.
- March 7, 2024: Work on first phase is complete with the exception of the utility attachments. Staff will be seeking quotes to replace the remainder of the gravel trail with concrete, adding a retaining wall behind the Pinecrest Monument and adding landscaping material.
- Contract being drawn up with McClure Engineering for Phase 2 work (additional concrete sidewalk and culvert piping).
- Contract drawings to be completed by mid-May, 2024. Staff will then solicit bids for this work.
- Construction duration estimated to be from June 1 – June 30, 2024.
- (3) quotes being solicited for delivery and spreading of additional top soil.
- (3) quotes being solicited for landscaping.
- (3) quotes being solicited for hydro-seeding.
- Mo. American Water to tap into main and connect drinking fountain. They are currently waiting for a Right-of-Way permit from MODOT (est. start date unknown).
- Waiting for installation of electric meter and final connection of decorative pole light (est. by May 17, 2024).
- Waste container, bike rack and bike fix-it station have been ordered. Estimated delivery by the end of May 2024.
- STATUS – IN PROGRESS

5. A-Truss Bridge Sidewalk and PLP Dumpster Pad/Enclosure

- October 3, 2023: At Bid Opening, (5) bids were received. J. Richardson Construction was the low bidder.
- J. Richardson's contract has been approved by the Finance Committee and the Board of Aldermen. Staff is waiting for the Contractor's insurance documents.
- Anticipated start of construction is the week after Thanksgiving.
- Project was completed last month.
- *STATUS – COMPLETED*

6. Parks & Recreation Master Plan

- Staff has begun the process of developing a Request for Proposal (RFP) to issue for the update of our Parks Master Plan.
- The RFP and timeline has been established and will be posted in Mid-July.
- Due to lack of responses, the RFP was re-posted in September.
- Once the Parks Master Plan consultant is hired, staff will integrate the Survey consultant and the Master Plan consultant to determine a plan for community engagement and presenting information at an upcoming CLARB meeting. The timeline will be posted on the City website.
- The Master Plan Pre-Proposal Conference was held on October 4, 2023. Thirteen (13) people attended the pre-proposal meeting, staff is optimistic about receiving responses.
- RFP Responses are due November 1, 2023
- Selection Committee will review proposals the week of November 6th
- The November CLARB meeting is being moved to November 15 to provide enough time to review and recommend a consultant for the Master Plan.
- The agreement to hire a Master Planning consultant firm will be on the November 27th Finance Agenda and the December 5th Board of Aldermen agenda.
- After a consultant is selected, staff and the consulting firm will put together a schedule of milestones for the Master Plan process and public input.
- November 1, 2023: (5) Master Planning proposals were received from consultants.
- November 9, 2023: The Selection Committee met to review the (5) proposals. The Committee narrowed the field down to (3) finalists. The Committee will set up a Question and Answer ZOOM meeting early in the week of November 13, 2023 with each of the remaining consultants to help with the selection of a finalist.
- November 29, 2023: Final consultant recommendation will be presented at the CLARB Meeting.
- December 19, 2023: The Selection of SWT was approved by the Board of Aldermen.
- January 29, 2023: Steering Committee Kick-off Meeting. SWT re-introduced their team members and discussed their master planning process, starting with community engagement. Staff and CLARB members identified what they hoped to get out of the Master Planning Process. Issues identified are traffic congestion, lack of parking, general growing pains. Next steps are assessing park inventory (walking the park with staff, identifying what works and what doesn't) and scheduling upcoming meetings.
- March 1, 2024: Staff met with members of SWT to review their master planning process and guide them on a tour of our existing parks and facilities. This is part of their first phase of Data Collection & Analysis. The next step under this initial phase is Community Profile/Market Assessment, followed by Community Engagement Meeting (a joint CLARB & BOA Meeting) scheduled for March 19, 2024.
- March 19, 2024: Staff, CLARB and the Board of Aldermen had a joint master planning work session. Members of SWT presented their master proposed planning process and associated timeline.
- SWT Design is scheduling small group committees and kick-off community events.
- *The interactive website is being created and will go live following the first community engagement event.*
- *SWT Design met with three community groups consisting of residents, park users, and local organizations from April 26-May 6.*
- *STATUS – IN PROGRESS*

7. Girl Scout Shelter

- Staff is in the process of procuring bids for pavers and underlayment to be installed over the existing concrete slab.
- It is anticipated that work would be complete by October 1, 2023.
- Staff has received a "Cooperative" bid from Embassy Landscaping for the paver work. Their contract will be submitted for approval at the September 11, 2023 Finance Meeting.
- The contract was approved. Work will begin after Ghost Stories.
- November 3, 2023: Construction began on new flooring and ramp. Construction duration is anticipated to last (2) weeks.
- Construction of the new flooring and ramp entrance was completed last month.
- January 4, 2024: Construction of new handrails for the ramp has begun. It is anticipated that fabrication and installation will take approximately (2) weeks.
- February 12, 2024: Fabrication and installation of the new ramp handrails has been delayed due to weather. The contractor has indicated that this work will be completed by the end of this month.
- March 7, 2024: Handrails have been installed.
- *STATUS – COMPLETE*

8. Veterans Memorial

- July 27, 2023, Staff met with members of the Veterans Memorial Committee at the Train Depot Spirit Fountain to discuss the possibility of moving the Memorial to that site.
- August 1, 2023, the Board of Aldermen unanimously approved moving the Memorial to the Spirit Fountain site.
- Staff has given SFS Architecture notice to begin design work on Phase 1 of the project, which includes flags, markers and landscaping. It is anticipated that this work will be completed by Memorial Day, 2024.
- The next Veterans Memorial Committee meeting will be on August 22, 2023.
- The Veterans Memorial project Sign was removed from Ball Field 1 and the LWCF request to convert the ballfield was withdrawn.
- Staff is awaiting updated design plans from SFS and the Veterans Memorial Committee.
- SFS is recruiting a new "team" from their organization to spearhead this project. Staff is waiting to hear from them to discuss next steps.
- October 27, 2023: Team meeting to discuss team roles, budget and conceptual design concepts.
- SFS is revising the fee proposal to reflect a reduced scope of work at the new Spirit Fountain site.
- The Veteran's Committee agreed on a conceptual design at the November 2nd Committee Meeting. The plans were shared with SFS to begin the design phase- after a new fee is proposed.
- March 26, 2024: Staff attended a Veteran's Memorial meeting. It was decided that the first phase of the project would be to order and install the flagpoles, flags and flood lights.
- Staff is currently pursuing quotes for this work.

- April 26, 2024: 4 Star Electric visited the site and marked existing electrical lines to the fountain and flag pole light.
- City will meet on-site next week with Evergy to discuss how to meter the Memorial area separately from the Train Depot building.
- City will solicit bids to add additional flag poles and lighting by mid-May 2024.
- STATUS – IN PROGRESS

9. **Bridge Improvements at So. Main Street and Rush Creek**

- The scope of this project is to remove the existing concrete traffic/pedestrian separation barrier, thus allowing for two-way traffic, and build a separate pedestrian foot-bridge to be located immediately to the east.
- Staff is applying for an Outreach Grant from Platte County for this work. Submission deadline is January 19, 2024. Staff is also looking into other bridge improvement grant funding sources.
- Staff has reached out to one of our On-Call structural engineers, Garver, to provide us with an assessment of the existing bridge. This assessment will include current condition, determining maximum allowable loads, and costs of the improvements.
- Staff has submitted a grant application request in the amount of \$40,000, and will present our application in-person to Platte County on February 27, 2024.
- Grant decision still pending.
- Platte County has awarded the City its full grant request of \$40,000.
- Staff is currently writing up a Request for Qualifications for engineering design work. It is anticipated that this RFQ will be issued by May 10th, 2024
- STATUS – IN PROGRESS

10. **White Branch Creek Bank Stabilization Grant Application**

- February 1, 2024: Staff met on site to discuss existing bank erosion and scope of remediation work. Grant application deadline is March 29, 2024.
- Staff has reached out to Platte County to discuss our proposed scope of work prior to submission of our grant application.
- Staff will be reaching out to one of our on-call Engineers for a fee proposal to design the stabilization work.
- March 6, 2024: Staff received fee proposals from GBA, OWN and VSM.
- March 7, 2024: Staff submitted a draft of the Grant application (for design work) to the Finance Committee for approval.
- March 28, 2024: Staff submitted the grant application. It is anticipated that we will know their decision by mid-May of this year.
- STATUS – IN PROGRESS

11. **Sullivan Nature Sanctuary Lookout Platform Renovation**

- Staff is getting quotes for new guardrail and decking replacement.
- It is anticipated that this work would be completed by the end of May 2024.
- STATUS – IN PROGRESS

Event	Date	Type
Spring Break 5K10K	Friday, March 1, 2024	5K
Easter Bunny at Pocket Park	Saturday, March 23, 2024	Event
Rally in the Alley	Saturday, March 23, 2024	Event
Cruise Night	Saturday, April 6, 2024	Event
Electronic and Paper Recycling	Saturday, April 6, 2024	Event
Boy Scout Recruiting Event	Saturday, April 20, 2024	Event
Earth Day and Arbor Day Celebration	Monday, April 22, 2024	Event
Kansas City Symphony in the Park	Wednesday, April 24, 2024	Event
Parkville Microbrew Fest	Saturday, April 27, 2024	Festival
Women's Lawyer 5k	Saturday, May 4, 2024	5K
Callery Pear Buyback Program	Saturday, May 4, 2024	Program
Summer Concert Series at Pocket Park	Saturday, May 4, 2024	Event
Cruise Night	Saturday, May 4, 2024	Event
Northland Mothers Day 5K	Saturday, May 11, 2024	5K
Midwest Walk-Run-N-Roll	Saturday, May 18, 2024	5K
Memorial Day Carnival	Friday, May 24, 2024	Festival
Memorial Day Carnival	Saturday, May 25, 2024	Festival
Memorial Day Carnival	Sunday, May 26, 2024	Festival
Rolling on the River Bike Ride	Saturday, June 1, 2024	Bike Ride
Summer Concert Series at Pocket Park	Saturday, June 1, 2024	Event
Cruise Night	Saturday, June 1, 2024	Event
Banneker School Foundation Jazz Festival	Saturday, June 8, 2024	Event
Bodies Race: Hometown Half Marathon	Saturday, June 15, 2024	Half
Kansas City Symphony in the Park	Thursday, June 20, 2024	Event
Dani Beyer Summer Festival	Saturday, June 22, 2024	Festival
4th of July Parade and Festival	Thursday, July 4, 2024	Parade/Festival
Summer Concert Series at Pocket Park	Saturday, July 6, 2024	Event
Electronic and Paper Recycling	Saturday, August 3, 2024	Event
Cruise Night	Saturday, August 3, 2024	Event
Summer Concert Series at Pocket Park	Saturday, August 3, 2024	Event
Parkville Days	Friday, August 23, 2024	Festival
Parkville Days	Saturday, August 24, 2024	Festival
Parkville Days	Sunday, August 25, 2024	Festival
Path to Parenthood 5K	Saturday, September 7, 2024	5K
Fall Concert Series at Pocket Park	Saturday, September 7, 2024	Event
Cruise Night	Saturday, September 7, 2024	Event
Value Unconditional 5K	Saturday, September 21, 2024	5K
Park Hill Education Foundation 5K	Saturday, September 28, 2024	5K
Strawberry Swing Festival	Saturday, September 28, 2024	Event
Brett's Bands 5th Annual 5K for SUDEP Awareness	Saturday, October 5, 2024	5k
Fall Concert Series at Pocket Park	Saturday, October 5, 2024	Event
Cruise Night	Saturday, October 5, 2024	Event
Electronic and Paper Recycling	Saturday, October 5, 2024	Event
Ian Rainbow Flu Foundation 5K	Saturday, October 12, 2024	5K
Dani Beyer Pumpkin Patch	Saturday, October 19, 2024	Event
Pumpkin Carving	Thursday, October 24, 2024	Event
Creepy Crawl Main Street	Friday, October 25, 2024	Event
Strong Like Lisa 5K	Saturday, October 26, 2024	5K
Trick or Treat Main Street	Saturday, October 26, 2024	Event
Ghost Stories	Saturday, October 26, 2024	Event
Turkey Trot	Thursday, November 21, 2024	5K
Christmas on The River	Friday, December 6, 2024	Festival

Location
ELP
Pocket Park
Downtown Alley
Downtown Parking Lot
PLP
PLP
Sullivan Nature Sanctuary
ELP
ELP
ELP
PLP
Pocket Park
Downtown Parking Lot
ELP
ELP
Downtown Parking Lot
Downtown Parking Lot
Downtown Parking Lot
ELP
Pocket Park
Downtown Parking Lot
PLP
ELP
ELP
McKeon and Festival
ELP/Downtown
Pocket Park
PLP
Downtown Parking Lot
Pocket Park
ELP
ELP
ELP
ELP
Pocket Park
Downtown Parking Lot
ELP
ELP
Downtown Parking Lot
ELP
ELP
Downtown Parking Lot
PLP
ELP
McKeon and ELP
ELP
Pocket Park/Alley
ELP
Pocket Park
Parkville Nature Sanctuary
ELP
Downtown Parking Lot