



**COMMUNITY LAND AND RECREATION
BOARD**

Regular Meeting (#24-001)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, January 10, 2024

6:00 PM City Hall Board Room

1. CALL TO ORDER

A. The meeting was called to order at 6:00 p.m. on January 10, 2024.

Members Present:

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

Absent With Prior Notice:

Michelle Flamm Mary Jan Kuehn

Brittanie Propes, Parks and Recreation Director called roll.

A quorum of the Board was present.

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 November 8, 2023, regular meeting

ACTION: Steven Sturgess moved to approve the minutes for the November 8, 2023 regular meeting. Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

B. Approve the minutes for the November 8, 2023 Executive Session

Note: A member must be visible to be counted in attendance, cannot be audio only.

ACTION: Jessica Holtz moved to approve the minutes for the November 8, 2023 Executive Session. Amanda Blackwood seconded.

RESULT: Motion Passed: 7-0.

3. ACTION AGENDA

A. Approve Resolution to Amend the Schedule of Fees

Brittanie Propes, Parks and Recreation Director, presented the existing schedule of fees and the resolution to amend the schedule of fees that were included in the CLARB packet.

Discussions included the following:

- Electricity usage for carnivals. An option could be that Everygy could directly charge the event holder.
- Staff recommended requiring a City Park Staffer to be present during events exceeding a certain number of attendees.
- Restroom availability for events. If events anticipate over 2,000 participants, the public restrooms will be closed, and the event holder would be responsible for renting porta potties to accommodate the participants.
- The event base fee will be due upon booking.
- CLARB discussed having add-ons for cruise nights for the ball field, and having the parking lot sectioned off for fees. Possible larger fees for cruise night and possibly moving the event inside the park.
- Donation Fees for memorial benches and trees. Park staff to determine location. Member, Dana Laiben, suggested that staff look into subcontracting the benches to take away from park staff. Chair Zink recommended having a time limit for the memorial benches. There was discussion about the older benches having a 10-year limit and then could renew or release it for a new memorial.
- CLARB would like staff to bring this item back before the board to address the concerns of fees for the parking lot, bench fees and timeline and the event size for closing public restrooms.

ACTION: Steven Sturgess moved to table the approval to amend the schedule of fees so that city staff can respond to some of the fee concerns that were expressed in the meeting tonight.
Dana Laiben Seconded.

RESULT: Motion Passed: 7-0.

Amanda Blackwood left the meeting at 6:53 p.m.

4. NON-ACTION AGENDA

A. Bike Friendly Community Discussion

Brittanie Propes, Parks and Recreation Director, presented information to discuss a "Bike Friendly Community".

Bike Friendly

- Bike Signage Along Route 9
- Bike Signage Elsewhere in Parkville

- Bike Lanes Along Route 9
- Bike Racks Downtown
- Bike Racks Elsewhere
- Other Bike Friendly Suggestions

The possible options for bike racks would be near Pocket Park, and between Bentley Guitar and the railroad tracks. Two bike fix it stations have been ordered for the Parks Headquarters and Gateway Park. Discussions included bike lanes along 9 Hwy to Riverside. Downtown signage suggested matching the design of the wayfinding signs.

B. The Tree List Discussion

Brittanie Propes, Parks and Recreation Director, discussed the tree list that was included in the CLARB packet. Brittanie and Kristen Bontrager, Nature Sanctuary Director, will attend the Heartland Forestry Council Meeting on January 23rd to discuss tree species. Brittanie asked CLARB to prepare questions and recommendations prior to the Heartland Forestry Council Meeting for staff to seek input from the panel of experts. A report will be provided to CLARB at the February meeting.

5. STAFF UPDATES ON ACTIVITIES

- A. Parks Maintenance
- B. Nature Sanctuary
- C. Capital Improvement Project Updates

Project Updates

- Girl Scout Cabin at PNS - Completed
- A-Truss Bridge & Dumpster - Completed
- Master Plan - Agreement Completed - Steering Committee Meeting, date TBD
- Gateway Park Project - Construction to begin, weather dependent
- Veterans Memorial - SFS Breaking project into two phases, will provide updated quotes and scope
- Train Depot - RFP Published
- Farmers Market - Meeting with BBN 1/11/24. BBN will provide an updated scope and quote for the architectural design.
- Wetlands - Secured bentonite, vegetation discussions and wells.

New Project for 2024

- Plate Landing Park Bridge - Staff will apply for the Platte County Outreach Grant for this project.

Other Updates

- National Women in Sports Proclamation to be presented at a Board of Aldermen Meeting.
- See Click Fix - Online reporting system.
- Adding full time Parks Skilled Laborer Position

- Received Missouri Department of Conservation tree Trimming Grant for \$22,293
- Winterizing Restrooms at ELP due to sub zero temperatures this weekend
- Kristen Bontrager received her Burn Certification. PNS will conduct a controlled burn later this winter.
- Travis Phelan received his Certified Playground Safety Inspector Certification.

2024 Events

- 1/17 MPRA Maintenance Rodeo
- 2/3 Electronic & Paper Shredding
- 3/1 Spring Break 5K
- 3/15 First Volunteer Workday at Parkville Nature Sanctuary

D. 2024 Volunteer Dates

6. MISCELLANEOUS ITEMS FROM THE BOARD

- Parks Sales Tax 2023 total
- Chair Adam Zink requested chat maintenance on the park trails
- Controlled burn on the riverfront bank - Brittanie will look into

7. ADJOURN

ACTION: Steven Sturgess moved to adjourn the meeting at 7:32 p.m. Linda Arnold seconded.

RESULT: Motion Passed: 6-0.

The minutes for January 10, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 21st day of February, 2024.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

February 21, 2024
Approval date