



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-002)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, February 21, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 05:59 PM on February 21, 2024. Roll was called by Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Adam Zink

Michelle Flamm

Steven Sturgess

Dana Laiben

Nate Askren

Amanda Blackwood *via videoconference*

Mary Jane Kuehn

Absent with prior notice were:

Linda Arnold

Jessica Holtz

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Kristen Bontrager, Nature Sanctuary Director; Chris Ashley, Project Manager; Mayor, Dean Katerndahl; and Bonnie Buckmaster, Public Works Assistant, were present on behalf of the City.

- 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 January 10, 2024, regular meeting
ACTION: Steven Sturgess moved to approve the minutes for the January 10, 2024 regular meeting. Dana Laiben seconded.
RESULT: Motion Passed: 7-0.

3. NON-ACTION AGENDA

A. Budget Presentation

Brittanie Propes, Parks and Recreation Director, presented the Park Sales Tax Fund Budget included in the CLARB Packet.

Bryan Kidney, Deputy City Administrator/Finance Director, presented an unaudited Park Sales Tax Budget that was included in the CLARB packet.

The members appreciated the information and updates.

B. Updated Tree List

Brittanie Propes, Parks and Recreation Director, presented the updated tree list, included in the CLARB Packet.

On January 23, 2024, staff attended the Heartland Forestry Council meeting at the Anita B. Gorman Discovery Center. This regional meeting was scheduled to discuss tree species selection with talks from the Northern Institute of Applied Climate Science and our state forest health entomologists. Heartland Forestry Council is a group of regional urban forestry professionals and municipal representatives brought together by the Kansas Forest Service and Missouri Department of Conservation.

Discussions focused on the need to consider an update to the city ordinance to have a landscape architect sign off and certify that the landscape adheres to the tree list. Mayor Dean Katerndahl suggested that staff research other city's ordinances for recommended language and to discuss it with Stephen Lachky, Community Development Director. CLARB would like to review the recommended language and recommend it to the Board of Aldermen for approval. Brittanie will draft a letter of support from CLARB to request the architectural review standards to include these items.

4. ACTION AGENDA

A. Revised Schedule of Fees

Brittanie Propes, Parks and Recreation Director, presented the revised Schedule of Fees, included in the CLARB packet, for consideration and recommendation.

ACTION: Steven Sturgess moved to recommend to the Board of Aldermen to approve the Revised Schedule of Fees. Mary Jane Kuehn seconded.

RESULT: Motion Passed: 7-0.

B. Tree Trimming and Hazardous Tree Removal at Sullivan Nature Sanctuary

Kristen Bontrager, Nature Sanctuary Director, presented the quote from Urban Tree Specialists for tree trimming and hazardous tree removal at Sullivan Nature Sanctuary for the amount of \$8,576.00, included in the CLARB packet.

ACTION: Michelle Flamm moved to approve the highest prioritized hazardous tree trimming and tree removal at Sullivan Nature Sanctuary for the amount of \$8,576.00. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

C. Tree Trimming and Hazardous Tree Removal at English Landing Park and Platte Landing Park

Brittanie Propes, Parks and Recreation Director, presented the quote from Urban Tree Specialists for the tree trimming and hazardous tree removal at English Landing park and Platte Landing Park for \$36,075.

ACTION: Adam Zink moved to approve the trimming and removal of the identified hazardous trees at Platte Landing Park and English Landing Park for a total of \$36,075. Michelle Flamm seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

B. Nature Sanctuary

Kristen Bontrager, Nature Sanctuary Director, went to the Plan It Native hosted by Deep Roots on February 15-16

Speakers and the presentations that Kristen attended were:

- Neil Diboll – Genetic Diversity & Plant Preservation
- Cheryl Salatino – Learn the Land: A Fresh Approach to Site Analysis
- Mervin Wallace – Creating & Maintaining Successful Small Landscapes
- Roy Diblik – The Know Maintenance Approach
- Will Metcalf – Evaluating Landscape Performance & Telling Stories with Data
- Mike Saxton – Managing for Native Biodiversity: Fire, Weeds, and Seeds
- Guy Sternberg – Native Trees in a Changing Climate
- Heather Holm – Creating & Managing Landscapes for Native Bees
- Desiree Narango – Cultivating Bird Conservation at Home

C. Parks Capital Improvement Projects

Project Information attached to the minutes.

D. Special Events

Special Events are included in the CLARB packet and are posted on the City's website.

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN

ACTION: Michelle Flamm moved to adjourn at 7:36 p.m. Steven Sturgess seconded.

RESULT: Motion Passed: 7-0.

The minutes for February 21, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 13th day of March 2024.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

March 13, 2024
Approval date

The background of the slide is a photograph of a snowy forest. A path leads through the trees, and a small wooden bridge is visible in the distance. The ground is covered in a layer of snow and fallen leaves.

PARKS & REC UPDATES

February Meeting



NON-ACTION AGENDA

City of Parkville, Missouri
Parks Sales Tax Fund (41)

2022 Audited, 2023 Budget, 2023 Unaudited, 2024 Adopted Budget

Revenues				
Category	2022 audited	2023 Budget	2023 unaudited	2024 Adopted
Taxes	\$ 775,713	\$ 770,000	\$ 950,554	\$ 975,000
Program Revenue		40,000	34,495	37,000
Other	14,570	-		-
Grants/Donations	52,563	1,000	402,743	1,000
Transfers	-	350,000	350,000	426,000
Total Revenues	842,846	1,161,000	1,737,792	1,439,000

Expenditures				
Salary and Benefits	-	541,496	449,269	771,000
Operating	21,475	227,575	167,011	228,000
Capital	486,965	478,500	273,113	496,000
Transfers Out	92,436	-	-	-
Total Expenditures	600,877	1,247,571	889,393	1,495,000
Increase (decrease)	241,969	(86,571)	848,399	(56,000)
Beginning FB	645,113	772,097	887,082	1,735,482
Ending FB	\$ 887,082	\$ 685,526	\$ 1,735,482	\$ 1,679,482

Q&A

On January 23, 2024, staff is attended the Heartland Forestry Council meeting at the Anita B. Gorman Discovery Center. This regional meeting is scheduled to discuss tree species selection with talks from the Northern Institute of Applied Climate Science and our state forest health entomologists. Heartland Forestry Council is a group of regional urban forestry professionals and municipal representatives brought together by the Kansas Forest Service and Missouri Department of Conservation.

What are the goals of this list?

For Parkville, this list is used a reference or guide for different city departments.

Is it just to provide landscapers with a list of what tree will or will not thrive here?

Mostly, yes, this reference list is given to developers as a guide for what tree species are and are not suitable for this region

What is the benefit for us using this list?

The benefit to using this list is having a standard guide that is updated by an outside committee of experts.

Can we use a newer version of this list?

Yes, the updated list was amended and published in 2024. The list was also divided into a separate lists with a specific guide for street trees



ACTION AGENDA

Schedule of Fees

- Electricity usage for carnivals will be at cost and event organizer will be charged directly from Evergy
- City Park Staffer to be present during Tier 3 events
- 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.
- When renting the downtown parking lot, the ball field must also be reserved for parking
- Memorial Bench fee added to the Schedule of Fees at \$5,5000 per bench
- Policies related to Memorial Benches and Memorial Trees will continue to be evaluated, including time limit, plaque requirements, and subcontracting the service.
- The Schedule of Fees should be evaluated on an annual basis and the next update will coincide with the 2025 budget planning.





OTHER UPDATES

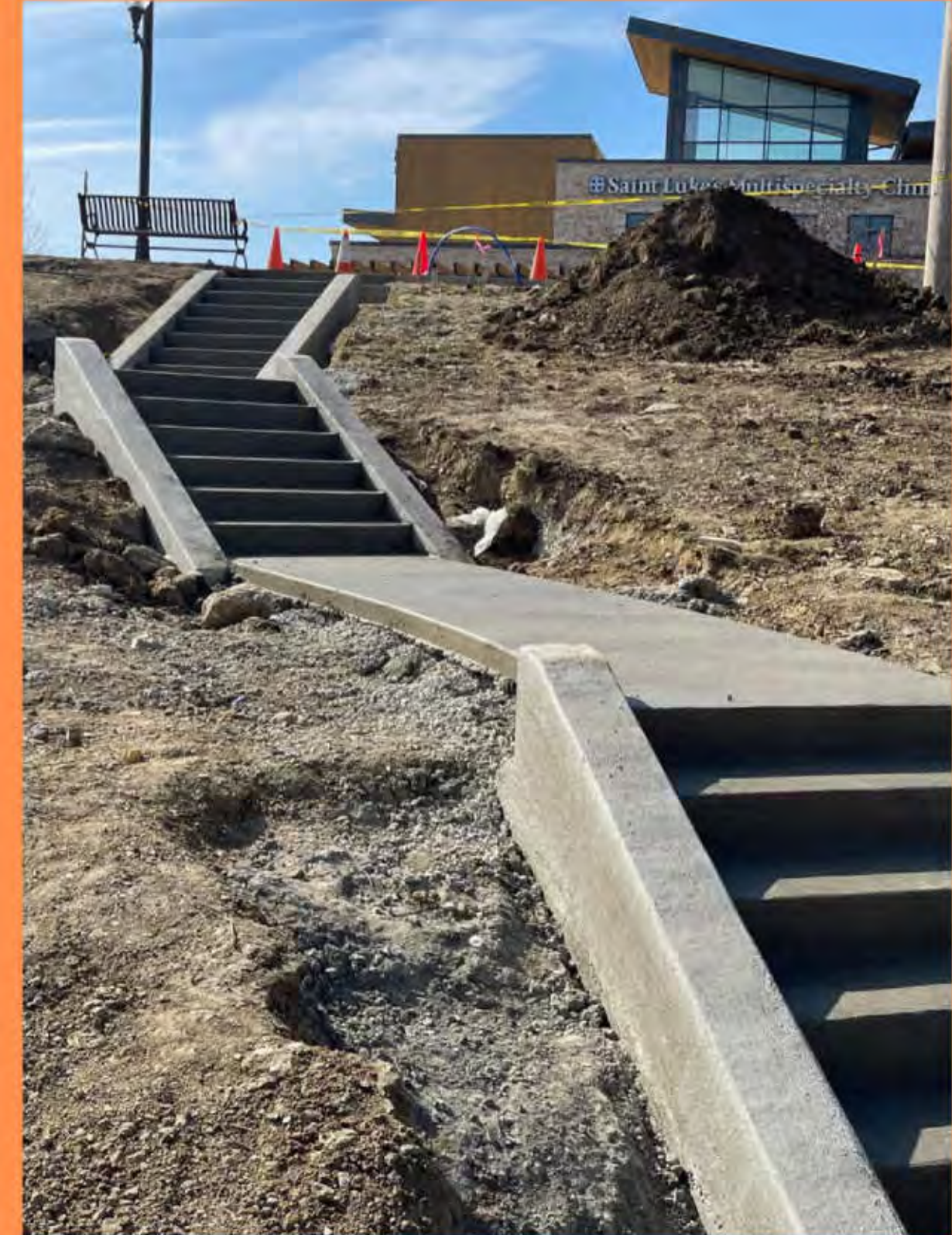
Project Updates

- Master Plan
- Gateway Park Project
- Veteran's Memorial
- Train Depot
- Farmers Market
- Sullivan Nature Sanctuary
- Bridge to Platte Landing Park
- Reservation Software
- Wetlands

Master Plan

- Staff parks tour with SWT Design on March 1st
- Stakeholder small group meetings mid-March
- **CLARB/BOA Kickoff Meeting tentatively March 19th at 5:30pm**
- Active Engagement Event- This will be an existing event in Parkville that we attend to promote and announce the kickoff of the Master Plan
- Community Meeting 01- This will be a stand alone event to present the timeline of the Master Plan
- Social Pinpoint website is being created

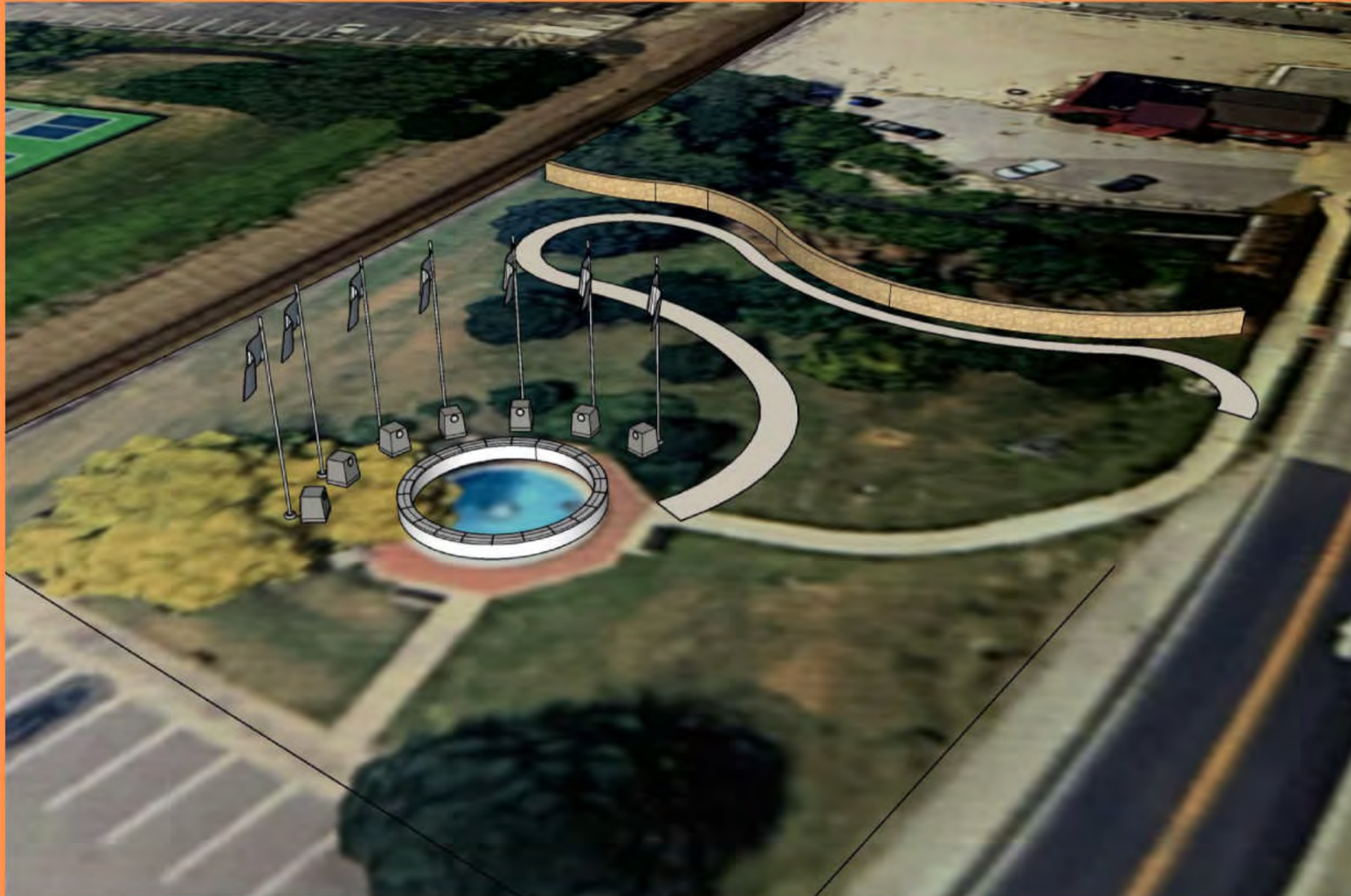
Gateway Park



Gateway Park



Veteran's Memorial



Train Depot

- Proposals were accepted until January 31st
- Selection Committee Meets tomorrow, February 22nd
- **Train Depot Work Session on March 19th, Time TBD**



Farmers Market

- BBN Submitted a proposal that will go to the Finance Committee on February 26
- The proposal includes complete design and construction documents for the Farmer's Market Structure and site plans.
- The Farmers Market association will continue using the parking lot for the 2024 season
- The MOU will be brought to a future meeting
- The Farmers Market association intends to open the market on April 27

Sullivan Nature Sanctuary

- Getting bids for the Sullivan Observation Deck
- Staff has conducted several prescribed burns
- Planning to expand the North and South Twin Trails
- Staff cleared invasive Japanese Hops
- **Volunteer Workday from 1-3:30pm on April 22nd for Earth Day**
 - Install Native understory plants
 - Install watering bags
 - Mulch Trails
 - Install saplings along bank at Rush Creek
- Applying for a 2025 Outreach Grant for educational interpretive signs

Bridge to Platte Landing Park





Reservation Software

- Reservations Open March 1st
- Final Stages of Civic Rec Training next week
- Shelter Houses, Ball Fields, and Sports courts will all be available to book online
- 5K races will be available to book on CivicRec later in 2024
- Special Event Permits will be also processed through CivicRec

Wetlands

- Still moving dirt to fill in the borrow area back to normal grade.
- They will be leaving some topsoil piles to cover the bentonite after it is in place.
- They are also working to grade the northeast area for drainage into the northern wetland cell.
- They are trying to dry out the wetland to complete the clay liner and are expecting the delivery of the bentonite very soon.
- Completed 2 Wells
- Added gravel to maintenance Round-a-bouts
- Signage and Benches
- Vegetation meeting on February 2nd, putting together a proposal
- **Work Session April 16th with USACE at 6pm**

2024 Events

- **3/1 New Software goes Live for Reservations**
- **3/1 Spring Break 5K**
- **3/15 First Volunteer Workday at Parkville Nature Sanctuary**
- **3/23 Easter Bunny at Pocket Park**
- **4/6 Cruise Night**
- **4/6 Electronic and Paper Recycling at Platte Landing Park**
- **4/20 Boy Scout Recruiting Event at Downtown Parking Lot**
- **4/27 Parkville Microbrew Fest at English Landing Park**