



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-006) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, July 10, 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 May 8, 2024 regular meeting

3. ACTION AGENDA

- A. Waive Fees for Shelter and Volleyball Reservation for Southern Platte Fire Fighters Association

4. STAFF UPDATES ON ACTIVITIES

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

5. MISCELLANEOUS ITEMS FROM THE BOARD

6. ADJOURN

Posted Date & Time: 7/9/2024
3:10 p.m.

By: Bonnie Buckmaster



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-005)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, May 8, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 PM on May 8, 2024.

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

Members present were:

Adam Zink
Michelle Flamm
Steven Sturgess
Amanda Blackwood *via videoconference*
Nate Askren
Dana Laiben
Jessica Holtz

Absent with prior notice were:

Linda Arnold
Mary Jane Kuehn

Phil Wassmer (Liaison)

A quorum of the Board was present.

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

2. CONSENT AGENDA

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

ACTION: Michelle Flamm moved to approve the minutes for the April 10, 2024, regular meeting. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

3. NON-ACTION AGENDA

- A. Composting Presentation with Hayden Andrews, KC Can Compost.
Brittanie Propes, Parks and Recreation Director introduced Hayden Andrews of KC Can Compost, who gave a presentation about the Compost Program for a possible partnership.

The CLARB thanked Hayden for the great information and presentation.

- B. Quarterly Budget Update with Bryan Kidney, Deputy City Administrator
Bryan Kidney, Deputy City Administrator/Finance Director, presented a quarterly budget update, which was included in the CLARB packet.

4. ACTION AGENDA

- A. 2024 Election of Board Officers

ACTION: Dana Laiben moved to nominate the following:

1. Adam Zink as Community Land and Recreation Board Chairman.
2. Steven Sturgess as Community Land and Recreation Board Vice Chairman.
3. Linda Arnold as Community Land and Recreation Board Secretary.

Michelle Flamm seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

The Parks Updates and Events are attached to the minutes.

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

6. MISCELLANEOUS ITEMS FROM THE BOARD

Member Nate Askren asked about the status of the bike fix-it stations - they have been ordered for both Gateway and ELP Park.

Member Mary Jane asked to have a speaker come to a future CLARB meeting regarding canopy cover. Brittanie will look into this.

Chair Adam Zink asked staff to consider planting vegetative screening around the MOAW pump stations as he had noticed that the grass in between the pump stations was not in the best shape. Parks and Rec Director, Brittanie Propes, said she would reach out to Brad Cole at MOAW to possibly partner with to address this.



Project Updates

- Master Plan
- Gateway Park
- Veterans Memorial
- Train Depot
- Farmers Market
- Bridge to Platte Landing Park
- Wetlands

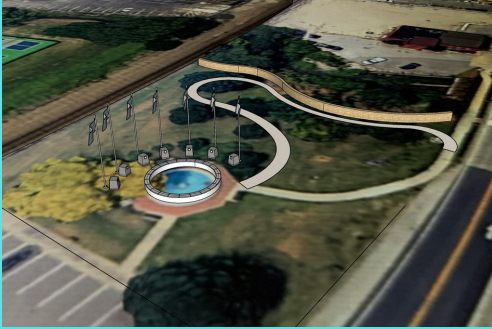
Master Plan

- Over the last few weeks, SWT Design has hosted several small focus groups including:
 - Residents
 - Park Users; including Soccer Shots, Vikings Youth Football, Riverpark Church
 - Park University
 - YMCA
 - Parkville Living Center
 - Parkville Old Town Market CID (POTMCID)
 - Parkville PACE
 - The focus groups conclude this week (Thursday 5/9)
- SWT Design is finalizing the project website
 - Website will include social pinpoint

Gateway Park



Veteran's Memorial



- Securing quotes for the phase 1 elements:
 - Electrical (including a separate meter)
 - LED lights
 - Flag poles
 - Seven service flags
 - Flag pole installation

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.

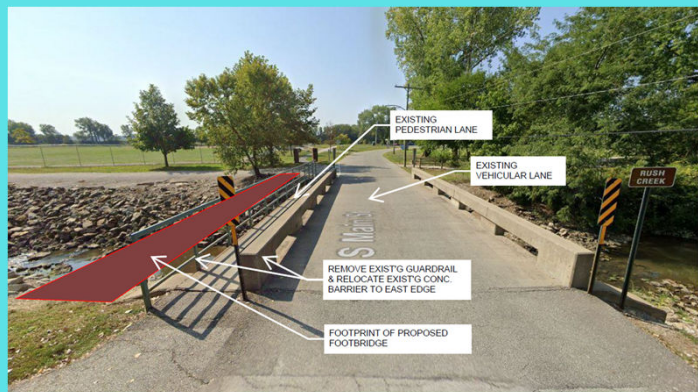
April 30, 2024: BBN is seeking CLARB and BOA input at the joint work session on April 30th at 5:30pm. The Work Session will include a presentation of preliminary plans, discussion regarding the difference in price for a basic structure vs. a basic structure that has the ability to add additional amenities 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.

May 7, 2024: The BOA voted not to add additional expenses to the structure and to proceed with the base, open air, market structure.

Next steps: Staff will work with BBN Architects to finalize design documents and prepare construction documents

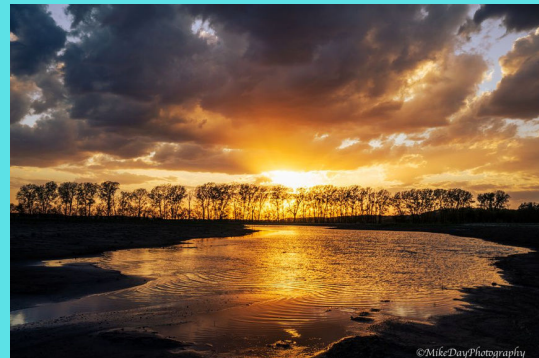
Bridge to Platte Landing Park

- We were approved for the Outreach Grant for \$40,000 (full requested amount)
- Staff is preparing a Request for Proposals RFP for the pedestrian and vehicular bridge design



Wetlands

- ERDC will be on-site May 10, 2024 to evaluate the current vegetation
 - Staff will be present to discuss invasive species management
 - Small resident focus group invited to provide input
- Windmill Installation on standby, waiting for weather to cooperate
- Final grading on standby, waiting for weather to cooperate



Parks Maintenance



Callery Pear Buyback Program



Earth Day Work Day



Kansas City Symphony



 : Mayor Dean Katerndahl

Movie Nights at Creekside

**BASES
LOADED**

MOVIES IN THE INFIELD

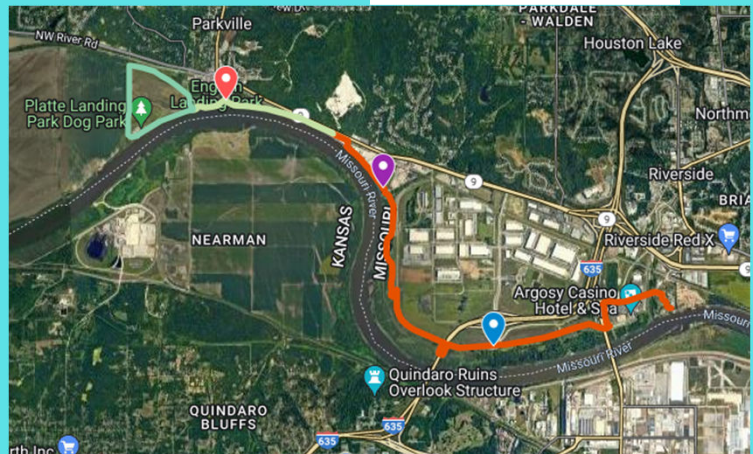
JUNE 21: FIELD OF DREAMS
JULY 26: THE ROOKIE
AUG 23: A LEAGUE OF THEIR OWN

Movies will begin at 7:00pm. Bring your own
lawn chairs and blankets.

Parkville
Missouri

CREEKSIDE

Rolling on the River Bike Ride June 1: National Trails Day



2024 Events

- 5/11 Northland Mothers Day Run
- 5/12 River Park Church at ELP
- 5/18 Midwest Walk-Run-N-Roll 5K
- 5/24-5/26 Memorial Day Weekend Carnival
- 5/26 River Park Church at ELP
- 6/1 Rolling on the River Bike Ride
- 6/1 Cruise Night
- 6/1 Electronic Recycling and Paper Shredding at PLP
- 6/1 River Park Church Celebration at ELP
- 6/8 Jazz Festival
- 6/12 Farmers Market Wednesday Market Opens 12-4pm
- 6/15 Hometown 1/2 Marathon
- 6/16 River Park Church at ELP
- 6/20 Kansas City Symphony in the Park
- 6/21 Movie Night at Creekside

7. ADJOURN

ACTION: Michelle Flamm moved to adjourn the regular meeting at 7:27 p.m.
Jessica Holtz seconded.

RESULT: Motion Passed: 7-0.

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

Bonnie Buckmaster, Public Works Assistant

Approval date

ITEM 3.A.

For 7/10/2024

Community Land and Recreation Board Meeting

CITY OF PARKVILLE Policy Report

Date: July 9, 2024

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Waive Fees for Shelter and Volleyball Reservation for Southern Platte Fire Fighters Association

BACKGROUND:

Dean Cull, Southern Platte Fire Protection District Chief, is requesting fees to be waived for the SPFPD Association Volleyball Tournament Fundraiser. The event would be held on September 28, 2024 and would include renting the East Shelter at English Landing Park from 7:30am-2:00pm and the Volleyball Courts from 7:30am-2:00pm. They are requesting the fees to be waived as their event is a fundraiser for the Firefighters Association and they are an active partner with the City of Parkville. The SPFP hosts CPR/AED for City Staff free of charge. They also assist the City with checking food trucks, carnival rides, and kegs at many of the special events located in the park.

The SPFPD requested the fees waived for this event last year and CLARB approved the waiving of fees. CLARB requested that staff observe and report back on other events that request fees waived to create a standard policy. Since that time, this event and one other event are the only requests to waive fees. The other event was a kickball tournament sponsored by Alcoholics Anonymous. The group chose to host their event elsewhere rather than wait for CLARB approval.

BUDGET IMPACT:

The volleyball courts are \$20 per court, per hour. The shelter houses are \$35 per shelter house per time slot. The total standard cost of this event would be \$490.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

STAFF RECOMMENDATION:

POLICY:

Per Parkville Municipal Code Chapter 150, CLARB acts in an advisory capacity to the Board of Aldermen. Its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I motion approve waiving the Reservation Fees for the Southern Platte Fire Protection District fundraiser on Saturday, September 28, 2024.

ATTACHMENTS:

None

Monthly Activity Report



Reporting Date	May 2024
Project Report	Parks Maintenance Report
Meeting	July 10, 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 May 2024:

- 2nd Cruise Night held. Cones/Barricades/Trash Barrels set out and returned.
- Fan belt changed JD 997 Zero turn
- Oil Changed – Hustler Zero Turn
- Drinking fountain adjustment at Gateway Park – task completed
- PLP Toilet seat ripped off / toilet seat replaced
- Dog Park trees pruned and weeds removed
- Bike ride event sign erected at Ball Field 1
- Volleyball court work performed – standards straightened / nets /sand tilled / raked
- Grigsby Field – warning track work – weeds / edging
- 8 trees planted – ELP
- Oil changed in Gator 825i
- Brushcreek Trail – mowed / trash picked up
- 45 Hwy mowed
- Storm damage - extensive tree debris scattered throughout the park
- Storm damage – tree hangers along trail – bucket trucks needed to assist.
- Pin Oak removed – Ball Field 3 / iron chlorosis deficiency
- Farmer's Market / Alloe Creek bank weeds removed
- West Shelter – water pooling/ possible leak/spigot left on / drain tile installed
- Shelter house picnic tables powerwashed.
- Spirit Fountain – drained and cleaned. Refilled
- Hole/depression by West Shelter – hole filled w topsoil
- Plants at Field 1 sculpture. Tilled, dirt and plantings added
- Pots on Main St emptied for MSPA replanting
- Sand added to swingset area
- Chat added to trail depression by boat ramp

- Canadian thistle removal initiated - ongoing
- Drain tube, 1st loop debris removed, cleaned out
- Black landscape fabric removed from trees in PLP
- Carnival arrival – parking lot blocked off.
- Farmer's Market sink / signage relocated to original area for temporary setup.
- Ball Fields groomed weekly
- ROW Mowing, ELP, PLP, Small Parks mowed weekly
- Pocket Park weeds removed.
- Restrooms cleaned & stocked- ongoing
- Dog stations stocked regularly.
- Cruise night set up for June – worked performed

Monthly Activity Report



Reporting Date	June 2024
Project Report	Parks Maintenance Report
Meeting	July 10, 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 June 2024:

- 3rd Cruise Night held. Cones/Barricades/Trash Barrels set out and returned.
- Busch Drive water feature float valve repaired
- Busch Drive water feature weeds removed/plants trimmed
- Riverbank invasive weed eradication ongoing
- Shelter houses – power washed
- Fan belt changed JD 997 Zero turn
- Kubota Track Loader – 50 hour Hydraulic (service) filter changed
- Grigsby Field – warning track work – weeds / edging
- Brushcreek Trail – mowed / trash picked up
- 45 Hwy mowed
- Watkins park creek rip rap repair, fallen tree removed.
- Storm damage – tree hangers along trail – bucket truck utilized.
- Farmer's Market / Aloe Creek bank weeds removed
- Spirit Fountain – drained and cleaned. Refilled
- A-Truss flower beds- weeds removed
- PLP Boat Ramp weeds eradicated and ramp debris removed
- Large Maple Tree fell east of Volleyball Court, staff removed
- Moved picnic tables from River Shelter – Banneker Fundraiser
- PLP windmill install and tutorial given with Great Plains Windmill Company
- A-Truss light out / repaired
- Hustler mower hydraulic pump malfunction, at dealer, warranty repair, part on order.
- Ford flatbed water truck transmission line rusted out, repair performed
- Symphony in the park held
- Tree watering resumed – dry/hot conditions
- '15 Truck transmission line rusted / truck repaired

- Wetland plants arrived. USACE task force and Park employees assisted in plantings
- Parks staff trained with USACE and ERDC for wetlands invasive species removal
- Sitting rocks were ordered and placed in the PLP wetlands for the educational areas
- 20" + rain NW Iowa / Nebraska / SD, Missouri River water levels on the rise. 27' expected crest around July 3rd-4th. Minor flooding anticipated, creeks to backup
- Barricades, cones and signage set out for closure of ELP/PLP parks.
- Concrete slab removed from Spirit Fountain for electrical infrastructure work
- Washed up logs removed from Rush Creek
- Fallen tree removed from Main St. Bridge before anticipated flooding
- Poison ivy and overgrown foliage removed from Train Depot
- Rush Creek bank weeds cut down.
- Ball Fields groomed weekly
- ROW Mowing, ELP, PLP, Small Parks mowed weekly
- Pocket Park weeds removed
- Restrooms cleaned & stocked- ongoing/ air freshener batteries replaced.
- Dog stations stocked regularly
- Cruise night set up for June – worked performed

Monthly Activity Report



Reporting Date	June 2024
Project Report	Parkville Nature Sanctuary Report
Meeting	July 10, 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.

- First Stream Team of 2024 held on June 2nd
- Guided hike focusing on the history of Parkville and PNS for high school teachers held on June 4th.
- Bands booked for Ghost Stories and pumpkin carving.
- Volunteer sign up shifts for Ghost Stories and pumpkin carving all posted on CivicRec.
- Water Truck through Mo. American Water secured for Ghost Stories.

Trail Maintenance:

- Invasive species management focused on the prairie in PNS. Target species include Johnson Grass, Sericea Lespedeza, Vine Honeysuckle, and keeping saplings from encroaching into prairie.
- Continued work on Privet and Honeysuckle removal along Blue Bird Trail.
- Poison Ivy removal along all trails.
- Installed 30 native plants in Sullivan. The rest will be installed in the fall.
- Planted 4 shrubs along trails in PNS.
- Trash pick-up daily along trails and near picnic tables.

FOPNS: Annual photo exhibit at Discover Center was well attended with nearly 30 people in attendance.

Professional Development: Kristen continues to attend the weekly webinars through Deep Roots every Thursday. Preparing for MDC's Community Forestry Cost Share program that opens in July.

Grants: A new shed was purchased and installed at PNS through Platte County Outreach Grant. The grant was written to assist PNS and Little Theater of Weston with programming costs and storage. The new shed will house all materials needed for Ghost Stories and other various programming supplies.

Volunteer Hours:

- Due to high heat most of June volunteer hours have been low
- Stream Team
- trash pick-up
- pollinator garden weeding
- tree and plant installation

Parkville Nature Sanctuary Volunteer Hours

Month	Hours	Total Hours YTD
January	12	12
February	48	60
March	58	118
April	113	231
May	97	328
June	42	370

Monthly Activity Report



Reporting Date	May 2024
Project Report	Parkville Nature Sanctuary Report
Meeting	July 10, 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.

- A very successful Bradford Pear Buyback event held May 4th. The Streets Dept. and Parks Dept. assisted majorly in getting trees moved/ signs hung/ and event set-up. Nearly all trees utilized, leftover trees were donated to PNS from Deep Roots/ Everygy to be planted.
- Hosted May Day hike on May 1st with 9 total participants. This was a free event, participants learned about the history of May Day and we created our own May day "baskets" and took a hike.

Trail Maintenance:

- Invasive species management focused on the prairie in PNS. Target species include Johnson Grass, Sericea Lespedeza, Vine Honeysuckle, and keeping saplings from encroaching into prairie.
- Continued work on Privet and Honeysuckle removal along Blue Bird Trail.
- Poison Ivy control along all trails.
- Identified species for seed collection in the prairie. Many species present in the prairie for the first time ever including Butterfly Milkweed, Cup Plant, Bee Balm (established last year but spread this year), Ironweed, and several others. Coneflowers present for the first time last year (2023) and this year they have spread exponentially.
- Wayne continuously keeping erosion control from White Tail Trail maintained and clearing low water crossing of debris after rain.

FOPNS: Scheduled the annual photo exhibit for June 4th at 6:00 PM at The Discovery Center on 4750 Troost.

Professional Development: Kristen submitted application for Kansas Arborists Association.

Grants: Met with Taylor Neff from Missouri department of Conservation on 05/07/2024 to do final inspection of Sullivan for the Cost Share grant.

Volunteer Hours:

- Volunteer workdays on 05/21, 05/23, and 05/31. Installed tree saplings at Sullivan, pulled weeds from pollinator garden border, and removed Honeysuckle and Privet at PNS respectively.
- Pat Harris (FOPNS executive committee) continues to perform maintenance in the pollinator garden at PNS.
- Volunteers have been working hard on keeping trails mulched, foot traffic and rain are the main factors in mulch wash-off etc.

Parkville Nature Sanctuary Volunteer Hours

Month	Hours	Total Hours YTD
January	12	12
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April	113	231
May	97	328

Monthly Activity Report



Reporting Date	June 2024
Project Report	Parks Capital Improvement Project Report
Meeting	July 10, 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 Conservation 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
- **Windmill installed and inspected**
- **Great Plains Windmill Company hosted on-site tutorial with parks staff**
- **USACE and ERDC began work on invasive species removal**
- **ERDC hosted on-site staff training for invasive species control**
- **ERDC planted the aquatics plant species. Parks Staff worked alongside ERDC and assisted with the plantings.**
- **USACE and ERDC will continue monitoring the invasive species**
- **USACE plans to install additional native plantings in and around the wetlands**
- *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.
- **Bench blocks installed on 6/7/24**
- **Moving forward with interpretive signage**
- **Still need to verify signage locations for interpretive signs and directional signs**

- *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.
- **Electrical FEMA-related issues resolved**
- **Signage dimensions from existing building sent to BBN**
- **Site survey to be completed week of July 8th**
- **Staff anticipates meeting with BBN week of July 14th for a 95% construction document review meeting**
- **Construction documents will be submitted for BOA/CLARB review later this summer**
- *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**
- Waste container, bike rack and bike fix-it station have been ordered.
- **By the Blade Landscaping completed the culvert and the final phase of the sidewalk**
- **By the Blade Landscaping is installing the landscaping and hardscaping this month**
- **Hydroseeding with follow the landscaping later this month**
- *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.
- Initial public engagement meeting was held on June 20, 2024
- Master Plan website is live
- Social Pinpoint is live and staff is reviewing data bi-weekly with SWT Design
- Steering committee will be scheduled later this month to review the initial public input meeting and prepare for survey
- CLARB/BOA work session will be scheduled in August to review the survey
- 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.
- Contract agreement signed July 8 by Flagsource,; work is scheduled to begin soon
- Staff is securing additional quotes for electrical work
- *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
- Staff is in contact with on-call consultants to finalize the design scope of work
- *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.
- Staff is finalizing contract with Renaissance Infrastructure
- *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.
- Work was completed in June 2024
- *STATUS – COMPLETE*

Event	Date	Type	Location
Spring Break 5K10K	Friday, March 1, 2024	5K	ELP
Easter Bunny at Pocket Park	Saturday, March 23, 2024	Event	Pocket Park
Rally in the Alley	Saturday, March 23, 2024	Event	Downtown Alley
Cruise Night	Saturday, April 6, 2024	Event	Downtown Parking Lot
Electronic and Paper Recycling	Saturday, April 6, 2024	Event	PLP
Boy Scout Recruiting Event	Saturday, April 20, 2024	Event	PLP
Earth Day and Arbor Day Celebration	Monday, April 22, 2024	Event	Sullivan Nature Sanctuary
Kansas City Symphony in the Park	Wednesday, April 24, 2024	Event	ELP
Parkville Microbrew Fest	Saturday, April 27, 2024	Festival	ELP
Women's Lawyer 5k	Saturday, May 4, 2024	5K	ELP
Callery Pear Buyback Program	Saturday, May 4, 2024	Program	PLP
Summer Concert Series at Pocket Park	Saturday, May 4, 2024	Event	Pocket Park
Cruise Night	Saturday, May 4, 2024	Event	Downtown Parking Lot
Northland Mothers Day 5K	Saturday, May 11, 2024	5K	ELP
Park Hill Senior Day	Thursday, May 16, 2024	Event	PLP
Legion Graduation Party	Friday, May 17, 2024	Event	Alley
Midwest Walk-Run-N-Roll	Saturday, May 18, 2024	5K	ELP
Memorial Day Carnival	Friday, May 24, 2024	Festival	Downtown Parking Lot
Memorial Day Carnival	Saturday, May 25, 2024	Festival	Downtown Parking Lot
Memorial Day Carnival	Sunday, May 26, 2024	Festival	Downtown Parking Lot
Riverpark Church Service	Sunday, May 26, 2024	Event	McKeon Stage
Rolling on the River Bike Ride	Saturday, June 1, 2024	Bike Ride	ELP
Summer Concert Series at Pocket Park	Saturday, June 1, 2024	Event	Pocket Park
Cruise Night	Saturday, June 1, 2024	Event	Downtown Parking Lot
River Park Church Combined Church Event	Sunday, June 2, 2024	Event	ELP
Banneker School Foundation Jazz Festival	Saturday, June 8, 2024	Event	PLP
Farmers Market: Wednesday Market 1st Day	Wednesday, June 12, 2024	Event	Downtown Parking Lot
Bodies Race: Hometown Half Marathon	Saturday, June 15, 2024	Half	ELP
Riverpark Church Service	Sunday, June 16, 2024	Event	ELP
Kansas City Symphony in the Park	Thursday, June 20, 2024	Event	ELP
Outdoor Movie Night	Friday, June 21, 2024	Event	Creekside Infield
Dani Beyer Summer Festival	Saturday, June 22, 2024	Festival	McKeon and Festival
Vintage Style KC Alley Vendor Event	Saturday, June 22, 2024	Event	Alley
Help for Huntington's 5K	Saturday, June 29, 2024	5K	ELP
Riverpark Church Service	Sunday, June 30, 2024	Event	McKeon Stage
4th of July Parade and Festival	Thursday, July 4, 2024	Parade/Festival	ELP/Downtown
Summer Concert Series at Pocket Park	Saturday, July 6, 2024	Event	Pocket Park
Cruise Night	Saturday, July 6, 2024	Event	Downtown Parking Lot
Riverpark Church Service	Sunday, July 7, 2024	Event	McKeon Stage
Scottish Highland Games	Saturday, July 13, 2024	Event	PLP
Outdoor Movie Night	Friday, July 26, 2024	Event	Creekside Infield
Electronic and Paper Recycling	Saturday, August 3, 2024	Event	PLP
Cruise Night	Saturday, August 3, 2024	Event	Downtown Parking Lot
Summer Concert Series at Pocket Park	Saturday, August 3, 2024	Event	Pocket Park
Hearts for RMHC 5K	Sunday, August 18, 2024	5K	ELP
Parkville Days	Friday, August 23, 2024	Festival	ELP
Outdoor Movie Night	Friday, August 23, 2024	Event	PLP
Parkville Days	Saturday, August 24, 2024	Festival	ELP
Parkville Days	Sunday, August 25, 2024	Festival	ELP
Path to Parenthood 5K	Saturday, September 7, 2024	5K	ELP
Fall Concert Series at Pocket Park	Saturday, September 7, 2024	Event	Pocket Park
Cruise Night	Saturday, September 7, 2024	Event	Downtown Parking Lot
Riverpark Church Service	Sunday, September 8, 2024	Event	McKeon Stage
Value Unconditional 5K	Saturday, September 14, 2024	5K	ELP
Premium Waters Company Picnic	Saturday, September 14, 2024	Event	ELP
Riverpark Church Service	Sunday, September 15, 2024	Event	McKeon Stage
Seize the Day 5K	Sunday, September 22, 2024	5K	ELP
St Vincent de Paul Centennial Celebration	Friday, September 27, 2024	Event	ELP
Park Hill Education Foundation 5K	Saturday, September 28, 2024	5K	ELP
Strawberry Swing Festival	Saturday, September 28, 2024	Event	Downtown Parking Lot
Brett's Bands 5th Annual 5K for SUDEP Awareness	Saturday, October 5, 2024	5k	ELP
Fall Concert Series at Pocket Park	Saturday, October 5, 2024	Event	ELP
Cruise Night	Saturday, October 5, 2024	Event	Downtown Parking Lot
Electronic and Paper Recycling	Saturday, October 5, 2024	Event	PLP
Ian Rainbow Flu Foundation 5K	Saturday, October 12, 2024	5K	ELP
Riverpark Church Service	Sunday, October 13, 2024	Event	McKeon Stage
Dani Beyer Pumpkin Patch	Saturday, October 19, 2024	Event	McKeon and ELP
Pumpkin Carving	Thursday, October 24, 2024	Event	ELP
Creepy Crawl Main Street	Friday, October 25, 2024	Event	Pocket Park/Alley
Strong Like Lisa 5K	Saturday, October 26, 2024	5K	ELP
Trick or Treat Main Street	Saturday, October 26, 2024	Event	Pocket Park
Ghost Stories	Saturday, October 26, 2024	Event	Parkville Nature Sanctuary
Turkey Trot	Thursday, November 21, 2024	5K	ELP
Small Business Saturday	Saturday, November 30, 2024	Event	Pocket Park/Alley
Christmas on The River	Friday, December 6, 2024	Festival	Downtown Parking Lot