



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-007) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 14, 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. CITIZEN INPUT

3. CONSENT AGENDA

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

4. NON-ACTION AGENDA

- A. Quarterly Budget Presentation
- B. Parks Maintenance Management Plan: Presented by Missouri Department of Conservation
- C. Eagle Scout Project presentation with Aedan McBride

5. ACTION AGENDA

- A. MOU with Main Street Parkville Association for Holiday Lights Display in English Landing Park

6. STAFF UPDATES ON ACTIVITIES

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

7. MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

Posted Date & Time: 8/13/2024 at 2:30 p.m. By: Bonnie Buckmaster



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-006)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 10, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:00 PM on July 10, 2024.

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

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

Members present were:

Michelle Flamm
Linda Arnold
Dana Laiben
Nate Askren
Amanda Blackwood
Mary Jane Kuehn

Absent with prior notice were:

Adam Zink
Steven Sturgess
Jessica Holtz

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 May 8, 2024 regular meeting
ACTION: Michelle Flamm moved to approve the minutes from the May 8, 2024 regular meeting. Dana Laiben seconded.
RESULT: Motion Passed: 6-0.

3. ACTION AGENDA

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

Dean Cull, Southern Platte Fire Protection District Chief, requested that the fees be waived for the SPFPD Association Volleyball Tournament Fundraiser to be held on September 28, 2024. SPFPD is an active partner with the City of Parkville and hosts CPR/AED for city staff for free. SPFPD requested the fees to be waived for this event last year and CLARB approved.

ACTION: Michelle Flamm moved to approve waiving the reservation fees for the Southern Platte Fire Protection District fundraiser on Saturday, September 28, 2024. Mary Jane Kuehn seconded.

RESULT: Motion Passed: 6-0.

4. STAFF UPDATES ON ACTIVITIES

Alisha Blackwelder, of Main Street Parkville Association, shared an idea for a possible holiday park lighting event to kick off with Christmas on the River and possibly continue through the holiday season. This would be an event provided by a private donation. Alisha wanted feedback from the Board, where CLARB members expressed concerns about using inflatable displays and requested more information about the plans and the types of displays that will be used for this program. Alisha will be sending more information to CLARB and then will go before CLARB and BOA for final approval in the future.

Brittanie Propes, Parks and Recreation Director, highlighted the Monthly Activity Report that was included in the CLARB packet. Brittanie also showed an example of the social pinpoint link process located on the city's website and the process of the interactive map for the Master Plan.

Public Input

Resident David Dodds, 5308 NW Bluffs Way, said that he thought that the USACE (US Army Corps of Engineers) did a great job on the grading in the wetland and likes the windmill and the aquatic plantings. There were some concerns about weed control, specifically with the Johnson Grass. He also wanted to thank city staff on behalf of his wife Carla Dodds, who saw staff cleaning out the flood debris, in the hot weather, from underneath the bridge on Main Street in English Landing Park.

A. Parks Maintenance

A summary of park maintenance for May and June was included in the CLARB packet.

Liaison Wassmer was impressed that the park was reopened, after the flooding, for the 4th of July activities and credits the addition of the low water crossing bridge to keep the floodwaters low.

City staff are currently working to clean up after the flood.

B. Nature Sanctuary

The Monthly Activity Report for May and June for the PNS was included in the

CLARB packet.

C. Parks Capital Improvement Projects

Project updates were included in the Monthly Activity Report for May and June and was included in the CLARB packet.

D. Special Events

The Special Events list was included in the CLARB packet and is available on the City's website.

5. MISCELLANEOUS ITEMS FROM THE BOARD

Member Dana Laiben asked about the status of the dog park drinking bowls and Brittanie said that they have been ordered and will be installed once the contract documents are finalized.

Member Dana Laiben suggested a type of evergreen to be planted around the MOAW water wells. Brittanie asked if CLARB would agree to use park landscaping dollars to fund these plantings and they agreed.

Resident David Dodds, 5308 NW Bluffs Way, suggested putting in signage to educate the community about the water wells.

6. ADJOURN

ACTION: Linda Arnold moved to adjourn the regular meeting at 6:50 p.m.
Michelle Flamm seconded.

RESULT: Motion Passed: 6-0.

The minutes for July 10, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 14th day of August 2024.

Bonnie Buckmaster, Public Works Assistant

Approval date



Capital Improvement Program

This policy is intended to provide a tool to assist in the prioritization, selection, and budgeting of capital improvement project, plans, equipment, etc. The goal of this policy is to help guide the selection process towards CIP items that align with adopted strategic plans and initiatives adopted by the city. This tool will check for the alignment of the CIP item against the strategic plan and score the projects across different city values to optimize the selection process to best align with these values and strategic plans.

Definitions

This program has multiple project types that may be identified and are all scored based on the same criteria.

Capital Improvement Item: Any project, plan, or equipment that is scored as listed below this definition. Projects valued at less than \$50,000 and last two or more years are considered operational projects and are not scored as they are part of routine city functions.

Capital improvement items may fall under several categories to be evaluated in this program. Items may cover multiple categories that are defined below:

Preservation	Repairs, fixes, or maintenance to existing city facilities, equipment, or property.
Replacement	Replacement of existing city facilities, equipment, or property.
New or Expansion	Addition of new city facilities, equipment, property, or program that did not previously exist.
Study / Plan / Design	Professional services utilized in preparation for a future item.

Approach

Using a score-based approach, the selection of items will be derived from values selected by the Board of Aldermen and weighed based on their importance to various initiatives. This approach will review each project, proposal, program, equipment or suggestion made to the city from the community to provide a consistent method to evaluate items. By following this uniform approach, the items recommended would be

the best available items at the time and the most aligned with the strategic plans adopted by the City.

Project Identification

Each item scored will need to be identified and input into the scoring process. These projects may come from different sources such as citizens, board members, community partners, staff, business owners, and other levels of government. Throughout the year projects will be recorded by staff to create the list which will be scored during the annual budget process. When new items are submitted during the year, they will wait to be scored until the budget process that year.

Alignment to Strategic Plan

Each item will first be scored based on the alignment to the strategic plan. The strategic plan may be the primary strategic plan, or subsequently adopted master plans, associated plans, or formal initiatives that provide the underlying direction for the community priorities. Items more aligned with these plans will be given a higher priority while items with little or no alignment are deprioritized. The alignment to the strategic plan is one of the two primary determinants for project selection.

Scoring Criteria

All items will receive a scoring sheet for each fiscal year which is unique to that year's capital improvement program. Each criteria that an item is scored against is weighted with a one to three factor. The composite score for each item is then calculated to provide the other determinant for project selection.

Selection

The numerical distribution of the items based on their alignment to strategic plan and score will result in identification of the highest priority items that staff will recommend as part of the CIP budget each year. The scoring process starts with each Department Head scoring items that they have been tracking. Once completed, the scores are reviewed by all department heads across the city to check for irregularities and provide consistency to the process. Staff will then bring forward a CIP that is balanced to the City's five-year financial forecast with projects that are unable to be balanced identified as "unfunded".

This method represents a numerical & data driven approach for staff to make recommendations to which items best align with the City's values and strategic plan. Recommendations will be made based upon how many of the highest scored items are able to be funded in any given year as separated by budget fund. The final selection of items will be based upon the Board of Alderman's

adoption with any approved amendments to the recommendations made by staff that becomes the final CIP budget for each respective city fund.

Scoring Criteria

These criteria represent the values placed across the community to effectively select items. Each item may score a 0, 1, 2, or 3 in each category which is then weighted based on each category. This scoring criteria is intended to be structured that no item will receive a 3 in every category and that receiving a 0 in a category is common and does not represent a good or bad item, just differing alignment to values.

Regulatory Compliance

This determines how closely aligned the project is with a regulation required by another governmental jurisdiction. This could be an item that is required under a permit, judicial decision, statutory requirement, or a requirement found in an agreement the city is part of.

0	Item will not fulfill any regulatory requirements.
1	Item will provide a minimal portion of fulfilling a regulatory requirement.
2	Item will provide a significant move toward achieving full regulatory compliance.
3	Item will achieve full regulatory requirements upon completion.

Fiscal Stewardship

This determines how effective the item is at managing on-going expenditures or revenues within the city budget. Items that create high long term expenses are rated lower than an item that provides fiscal savings or positive revenue sources for the City.

0	Item will increase operating expenditures by more than \$10,000 annually.
1	Item will increase operating expenditures between \$1 and \$10,000 annually.
2	Item will have no impact or increase revenues/savings between \$0 and \$10,000 annually.
3	Item will have an increase to revenues/savings of \$10,000 or greater annually.

Asset Management

This determines if the item will prevent failure, prolong the life of, or extend the serviceability of a city asset to avoid a more costly replacement. This category evaluates the risk of failure of a city asset based on the consequences that may occur. This category is scored twice, once for the likelihood of failure, and once for the consequence of failure. Each individual score is added together for a final score.

Likelihood of Failure

0	Asset has no meaningful chance of failure over the next five years.
1	Asset has a low chance of failure over the next five years.
2	Asset has a high chance of failure over the next five years.
3	Asset has already failed and is no longer functioning.

Consequence of Failure

0	Failure will not cause property damage or physical harm.
1	Failure may cause minimal property damage or physical harm.
2	Failure may cause considerable property damage or physical harm.
3	Failure has already caused significant property damage or physical harm.

External Funding

This determines the external funding sources available for a item. External funding may come in many forms such as a grant or donation, but it must not come from existing city funds. Items that have more external financial assistance are rated higher than those that are solely funded by the City. This category does not account for the total cost of the item, just the percentage of external funding.

0	Item has no external funding sources.
1	Item will receive partnering funds up to 30%
2	Item will receive partnering funds up to 60%
3	Item will receive partnering funds up to 80% or more

Health, Safety, and Environment

This determines the community impact on health, safety, and environment. Each of these categories is considered separately for each item but scored in composite. These impacts will vary based on each item but will be rated for a point on each category, meaning items that improve all three are scored higher than a item that improves one. Examples of each are below:

Health – Exercise equipment for the community, or a recreational program

Safety – Pedestrian movement improvements, or employee safety enhancements

Environment – Pollution reduction, or odor control

Each item will have different improvements; however, the intent is that items that improve three separate components are rated higher. Scoring is not intended for a single improvement to receive credit for all three, but rather the primary improvement.

0	Item does not meet any of the three categories.
1	Item fulfills one of three categories.
2	Item fulfills two of three categories.
3	Item fulfills three of three categories.

Community Impact

This determines the relative impact on the community a project will provide. This category recognizes any improvement such as economic, social, safety, or health, and is intended to measure the extent of the impact regardless of the focus area. Items that are isolated to a single resident or property score lower than items that have an impact across the community. The descriptions in scoring are intended to illustrate the amount of people that grows with the city, not a physical geographic measurement.

0	Item impacts a single property or individual in the community.
1	Item impacts a neighborhood, subdivision, or business district within the community.
2	Item impacts an entire ward within the community.
3	Item impacts the entire city.

Scoring Weights & Alignment

Each of the scoring criteria will have a weight assigned of 1, 2, or 3. This is utilized to provide differentiation between the categories based on their relative importance and the values of the Board of Aldermen & the community. The scoring weights are intended to prioritize certain items due to real concerns in guiding the city. The intent of the weight is that most categories will receive a 1, however there may be reason that a certain category or more needs to be weighed higher. An example of a real concern that would need to be weighted higher would be a judicial decision requiring the city to act on a item even if it may not have scored higher in other categories to ensure it is receiving accurate consideration.

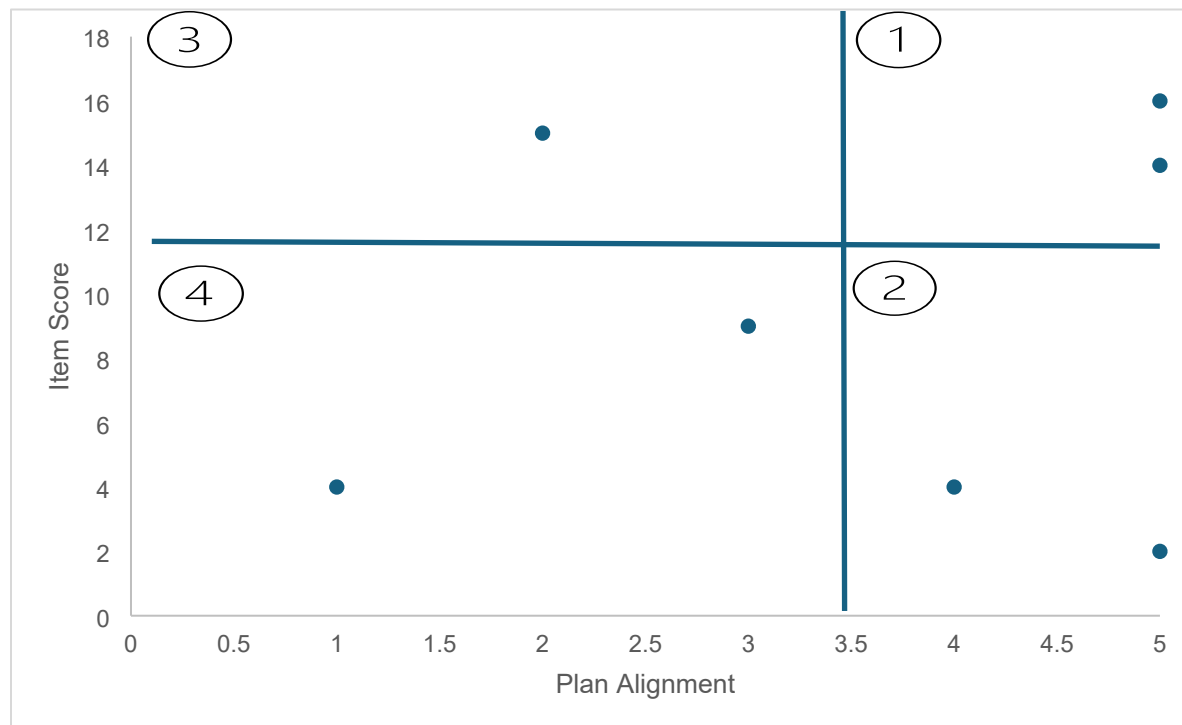
Criteria	Weight
Regulatory Compliance	3
Fiscal Stewardship	1
Asset Management	2
External Funding	1
Health, Safety, and Environment	1
Community Impact	1

After the cumulative score for the item is identified, the alignment to the strategic plan will be determined and rated between a 0 and 5 as identified below.

0	Item has no alignment with any adopted plans.
1	Item provides minimal progress and/or has minimal alignment with an adopted plan.
2	Item provides some progress and/or has some alignment with an adopted plan.
3	Item provides significant progress and/or has significant alignment with an adopted plan.
4	Item provides completion of a goal and/or clear alignment with an adopted plan.
5	Item provides completion of goals in multiple plans or goals and/or was specifically identified in an adopted plan.

Presentation

Contained within the proposed budget each item will have a scoring sheet identifying how staff evaluated the project against these criteria and the alignment to the strategic plan. These will be displayed on a chart like the example below:



Each dot represents an item that was submitted for a given year that received a score. From this distribution, lines will be drawn through the median of both the Plan Alignment (x-axis) and the Item Score (y-axis).

These charts will be provided for the respective funds that an item would receive funding from so that items selected are compared to others within the same funding source. For example, a sanitary sewer item would not be compared against a park item as the funds are not able to be moved between those sources.

Each quadrant represents the following types of items:

- 1) High Score & High Alignment: These are items that will be identified and selected first as they are projects as they will have the best alignment with values, and will provide the most progress towards a strategic plan.
- 2) Low Score & High Alignment: These are items that may not have as large of an impact towards community values, but are still strongly aligned with strategic plans. They may be considered as funding is available or in future years as the strategic plans & funding progresses.
- 3) High Score & Low Alignment: These items may have a large value to the community but are not in alignment with current strategic priorities. They may become a future priority as current priorities are completed.

- 4) Low Score & Low Alignment: These items are unlikely to be selected as they are not strongly aligned with the strategic plan and provide less for the community.

Each year the lines will move based on the scoring of items and the evolution of strategic plans. Items will also drop off the scoring as they are completed, and new items take their place.

DRAFT

English Landing Park



Legend

Riparian Corridor

Rain Garden

Waterway

Platte Landing Park

streams

Eagle Scout Project



Aedan McBride

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TimeLine

1. Council Approval - Sep 5th
2. Additional Fundraising
Sep 6th - Sep 13th
3. Order Supplies - Sep 14th
4. BUILD PROJECT!
Sep 21-22 and Sep 28-29

What is Gaga Ball?



[Video link](#)

Gaga Ball Arena Cost Break Down

- Lumber - \$223
- Nuts/Bolts - \$93
- Rubber Mat - \$2,328
- Rules Sign - \$50
- Metal Work - \$650

- Total - \$3,344



Rubber Mat



Metal Work

ITEM 5.A.

For 8/14/2024

Community Land and Recreation Board Meeting

**CITY OF PARKVILLE
Policy Report**

Date: July 29, 2024

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Recommend an MOU with Main Street Parkville Association for Holiday Lights Display in English Landing Park

BACKGROUND:

Alisha Blackwelder, MSPA Executive Director, is working with Creative Displays LLC and a local organization that wishes to grant a large donation to cover the costs of the displays, to add lighted holiday displays for a walking tour around the first trail loop at English Landing Park.

BUDGET IMPACT:

The anticipated cost to the City is under \$500 which would cover the electrical fees.

ALTERNATIVES:

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

STAFF RECOMMENDATION:

Staff recommends approving an agreement with Main Street Parkville Association to add a holiday lights display in English Landing Park.

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 move to recommend an MOU with Main Street Parkville Association for a Holiday Lights Display in English Landing Park.

ATTACHMENTS:

None

Monthly Activity Report



Reporting Date	July 2024
Project Report	Parks Maintenance Report
Meeting	August 14, 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:

- Portable restrooms relocated to higher ground, precautionary for potential flooding
- Tree fell behind petroleum tanks on bike trail – removed
- Parade set up – cones, barricades, signage set out.
- 2 ½" rain July 3-4, river to crest at 27.70
- 4th of July parade – removal of cones, barricades along parade route.
- Tree fell east end of ELP July 6th – removed
- Remainder of cones/barricades/signage brought back to headquarters
- July 8th flood waters receded 4'
- Main St. Bridge – Clogged tree debris, major offenders removed with City backhoe
- Batteries changed out in Men's urinal sensors
- Pond shock added to water feature
- Weeds removed from water feature
- Weeds removed from Pocket Park
- Pocket Park chair repaired
- Mulch added to Pocket Park
- Water changed out in Farmer's Market sink
- Controlled burn, burn pit PLP worked performed
- John Deere tractor seat replaced, worn out
- Spray tank manifold repaired
- Drinking fountain parts ordered / repaired
- T box #1 removed, new one in place
- Trees / Plants water schedule re-initiated. Dry/Hot conditions
- Vine and invasive removals - ongoing
- Plants planted at Gateway Park, added to water schedule
- Picnic tables moved/returned for yoga at PNS – July

- Hustler mower repaired – parts were on order, down 4 weeks
- Ball Fields groomed weekly
- ROW Mowing, ELP, PLP, Small Parks mowed weekly
- Bank mower help requested and work performed around PLP perimeter
- Restrooms cleaned & stocked- ongoing/ air freshener batteries replaced.
- Dog stations stocked regularly.

Monthly Activity Report



Reporting Date	July 2024
Project Report	Parkville Nature Sanctuary Report
Meeting	August 14 2024 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	

Summary

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

- Parks and Recreation month, Wednesday art in the park and Friday guided hike and yoga at PNS followed by Science Friday. Three Tree forest Adventures hosted art in the park with a new activity every week. Easy Tiger led a free yoga class immediately following a hike in the nature sanctuary to the Girl Scout Shelter, and Missouri Department of Natural Resources and Missouri Department of Conservation hosted Science Friday at PNS with Stream Team.
- Participated in a river pick up with Missouri River Relief.
- Created a shared calendar for PNS volunteers to access Ghost Stories meetings and submit their availability.
- Met with Missouri River Relief to get on their 2025 programming calendar. Formal meeting to follow in late August.
- Attended Deep Roots Callery Pear buyback meeting to strategize for 2025.

Trail Maintenance:

- Large fallen tree removal at Sullivan.
- Trim overhanging branches from boardwalk and by root cellar.
- Flag plants for seed collection this fall.
- Clip Johnson Grass seed heads- herbicide follow up when weather is cooler.

FOPNS: Approved for photos to be auctioned off every month in a silent auction style.

Professional Development: Continue to attend the weekly webinars through Deep Roots every Thursday. Wrote MDC cost share grant to secure funds to pay for the International Society of Arborists exam and study guide.

Volunteer Hours:

- Easy Tiger Yoga Instructor led weekly classes at the Scout Cabin
- Three Tree Forest Adventures – Weekly Art in the Park at the River Shelter
- Stream Team
- debris pick-up
- bridge repairs
- trash clean-up
- small downed tree removal at White Tail
- small downed tree removal on Old Kate Trail
- debris removal at waterfall
- visitor created dam in creek at PNS dislodged

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
July	109	479

Monthly Activity Report



Reporting Date	July 2024
Project Report	Parks Capital Improvement Project Report
Meeting	August 14, 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 installed additional native plantings in and around the wetlands**
- **USACE met on site to inspect and test the Wetlands Pump with Parks Staff**
- **ERDC scheduled a follow-up invasive species work day with Parks Staff on August 14, 2024**
- **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 22 for a 95% construction document review meeting**
- **Construction documents will be submitted for BOA/CLARB review**
- **Joint CLARB and BOA Work Session Scheduled to review construction documents on August 20, 2024**
- *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 installed the landscaping and hardscaping in July**
- **Additional backfill dirt was added to the lower level of the park**
- **Hydroseeding will follow the landscaping, weather dependent**
- *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 met on July 29, 2024 to review the initial public input meeting and prepare for survey
- CLARB/BOA work session was held August 6, 2024
- ETC institute and SWT Design are taking feedback from the Steering committee and Work Session to prepare the final draft of the Master Plan Survey
- Survey is anticipated to be finalized and published by the end of August
- 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 complete
- Staff met with Veterans Committee representatives, Jim McCall and Aldermen Bennett , to discuss project updates and next steps
- Staff met with Pat Vogt from By the Blade to discuss hardscaping plans for Veterans Memorial
- Tentative Ribbon Cutting set for Veterans Day, November 11, 2024
- Contract agreement signed August 12 by NKC Electric for the 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
MOJO Real Estate Client Event	Friday, October 11, 2024	Event	ELP
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
Veterans Day 5K	Saturday, November 9, 2024	5K	ELP/PLP
Veterans Memorial Ribbon Cutting	Monday, November 11, 2024	Event	Veterans Memorial (Spirit Fountain)

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