



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#20-08) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 12, 2020 4:00 PM

In light of public health orders from the Missouri Governor and Platte County related to the COVID-19 pandemic, and given the nature of the items to be considered at this particular meeting, the members of the Community Land and Recreation Board will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following – Telephone: (312) 626-6799; Meeting ID: 832 4777 7858; Password: 130159 – rather than appear at City Hall.

8/11/2020 Revised agenda

1. CALL TO ORDER

A. Roll Call

2. CONSENT AGENDA

A. Approve the minutes for the July 8, 2020, regular meeting

3. NON-ACTION AGENDA

- A. Parks Sales Tax Update
- B. Pocket Park Master Plan Discussion
- C. Park Mural

4. ACTION AGENDA

- A. Parks Naming Recommendation
- B. Approve a work authorization with Vireo for the design of park directional signage
- C. Declare the Boat Ramp in English Landing Park obsolete

5. STAFF UPDATES ON ACTIVITIES

- A. Parks
- B. Nature Sanctuary
- C. Public Works

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#20-6)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 8, 2020 4:00 p.m. Via Zoom

In light of public health orders from the Missouri Governor and Platte County related to the COVID-19 pandemic, and given the nature of the items to be considered at this particular meeting, the members of the Community Land and Recreation Board will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to listen in on the meeting via the following telephone number and access code – (312) 626 6799, Meeting ID: 832 5456 4572, Password: 597483 – rather than appear at City Hall (note: occupancy will be limited).

In addition, rather than appearing at City Hall to provide input at the meeting on action agenda items, members of the public may submit written testimony to the Assistant to the City Administrator in advance by noon on the day of the meeting and the testimony will be to be provided to the Community Land and Recreation Board and presented at the meeting and made part of the official record.

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. Roll was called by Alysén Abel, Public Works Director

Members present were:

Absent with prior notice were:

Neil Davidson (Chair)
Michelle Flamm (Vice Chair)
Laura Ozenberger (Secretary)
Adam Zink
Susan Robb
Steven Sturgess
Bill Gresham
Linda Arnold

Bob Stuteville

Mark Sportsman (Liaison)

A quorum of the Board was present.

Alysén Abel, Public Works Director, Tom Barnard, Parks Superintendent, Chris Ashley, Project Manager, Kristen Bontrager, Nature Sanctuary Director, and Bonnie Buckmaster, Public Works Assistant was present on behalf of the City.

2. CONSENT AGENDA

1. Approve the minutes for the June 10, 2020 Regular Meeting

BILL GRESHAM MOVED TO APPROVE THE MINUTES FOR THE JUNE 10, 2020 REGULAR MEETING; STEVEN STURGESS SECONDED MOTION PASSED 8-0.

3. ACTION AGENDA

A. Construction agreement with Multicon to install pickleball courts in English Landing Park

Alysen Abel, Public Works Director, and Chris Ashley, Project Manager, gave a background of the discussions for construction of Pickleball Courts in English Landing Park. The locations were reviewed in previous CLARB meetings; and a small committee was formed to determine the best location for the courts. The bid documents were released, and on June 23, 2020, four contractors responded to the bid request. The bid included the construction of four regulation courts with two bid alternates for lighting and the relocation of the basketball court. The low bidder was Multicon with a bid of \$96,366. Upon further discussion of the basketball court, staff decided that it would be best to leave the basketball court where it is presently. Ashley showed the proposed location of the pickleball courts with moving them to the east of the basketball court. The courts would be approximately 100 ft. apart. There would be no additional trees impacted by this proposed location. Staff will be meeting with Multicon to look at the new location with a reduction in the bid due to the new location. At this time, staff are not looking at the alternates of the lighting and basketball court relocation, due to the cost. This is an anticipated 60 day construction.

CLARB discussed the new location with concern of the distance between the two courts. There was a small committee that went to the site to view the proposed location and liked the layout. The original location was to relocate the basketball court and to use the existing basketball court area as part of the pickleball courts with an approximate 14 ft. distance between courts. There would be one impacted maple tree that is hazardous due to the diseased trunk. Tom Barnard, Park Superintendent, proposed relocating the basketball court south of the volleyball court. CLARB liked the idea if this location and suggested signage for the court users for appropriate language, etc., since it would be close to the playgrounds.

Additional discussion included the option of lighting which could be bid out at a later date. The Board was split on the proposed new location vs. the original location. There was a motion and roll call vote for the proposed location.

LAURA OZENBERGER MOVED TO APPROVE THE ORIGINAL LOCATION FOR THE PICKLEBALL COURTS TO STAY AS DISCUSSED AT THE LAST CLARB MEETING AND THE BASKETBALL COURT TO BE RELOCATED SOUTH OF THE VOLLEYBALL COURT AT AN ESTIMATED COST OF \$26,000; STEVE STURGESS SECONDED; MOTION APPROVED 5-3

WITH THE FOLLOWING ROLL CALL VOTE:

BILL GRESHAM –AYE

MICHELL FLAMM –NAY

ADAM ZINK – NAY

LINDA ARNOLD – NAY

STEVEN STURGESS – AYE

NEIL DAVIDSON – Yes - AYE

LAURA OZENBERGER – AYE

SUSAN ROBB – AYE

BILL GRESHAM MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE A CONSTRUCTION AGREEMENT WITH MULTICON TO INSTALL PICKLEBALL COURTS AS ORIGINALLY PLANNED IN ENGLISH LANDING PARK IN THE AMOUNT OF \$96,366.00, AND ADD THE ALTERNATE #2 FOR THE RELOCATION OF THE BASKETBALL COURT IN THE AMOUNT OF \$14,500 SUBJECT TO

**CONTRACTORS' REFERENCE CHECK; STEVEN STURGESS
SECONDED; MOTION PASSED 8-0.**

WITH THE FOLLOWING ROLL CALL VOTE:

**Bill GRESHAM – AYE
MICHELL FLAMM – AYE
ADAM ZINK – AYE
LINDA ARNOLD – AYE
STEVEN STURGESS – AYE
NEIL DAVIDSON – AYE
LAURA OZENBERGER – AYE
SUSAN ROBB – AYE**

Linda Arnold left the meeting at 5:18 p.m.

B. Design and construction of future ballfields in Platte Landing Park

Greg Pfau of McClure presented a new design of the ballfields which is the initial phase of a multi-use overlay fields' concept. The design concepts were included in the CLARB packet. The updated design is an overlap of the fields to maximize the fields' usage and to minimize the construction costs. This design would also include an expansion plan for the future. Funding for the project would include donations, possible grants, city financing, and funds from the Parkville park tax for the \$3 million projected cost. This would be a design build project.

Discussions included the possibility of a portable relocatable fence to accommodate the type of field play. This overlay would include baseball/softball and soccer all in one field on the four fields. These fields would require more staff to upkeep the area. The lighting has been taken out at this time, which could be added at a later date. With the design build being a guaranteed maximum price, there can be packages to choose from. There would be decisions on the use of asphalt for the parking lot or gravel, irrigation, lighting, etc. Staff directed CLARB members to volunteer to be involved in the design build decision making process. Adam Zink and Marc Sportsman has volunteered with anyone else able to join. Members would keep the board informed at the monthly meetings.

**ADAM ZINK MOVED TO DIRECT STAFF TO PROCEED WITH
THE BALLFIELD DESIGN IN PLATTE LANDING PARK AS
OUTLINED; MICHELLE FLAMM SECONDED; MOTION
PASSED 7-0.**

Michelle Flamm left the meeting at 5:37 p.m.

4. STAFF UPDATES ON ACTIVITIES

- A. June Parks Report – Included in the CLARB Packet – Alysen presented the redesigned signs for the Parkville parks signage. CLARB likes rectangular sign – color – teal & blue – CLARB also directs staff to decide
- B. June Nature Sanctuary Reports – Included in the CLARB Packet
- C. June Public Works Report – Included in the CLARB Packet
- D. Wetland Monument Sign Update – presented final version without the contractor logos
- E. Pocket Park Master Plan – Stakeholder meeting held – comments for possible expansion will hold a 2nd stakeholder meeting on July 21st – more info to come – joint work session with the BOA on Aug. 4th – more to come.
- F. Watkins/Adams Park Open House with an online survey – pop up display boards at the YMCA & library

- G. Dog Park Shade Structure – adding screens on two of the four sides similar to the farmers market to add more shade. Put picnic tables under the structures, possibly in the future to have bench donations

5. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Status of fence and trail opening – signed contract waiting on the schedule from the contractor. May need to take down a tree near the trail.

Adam Zink left the meeting 5:55 p.m.

- B. Wetland – landscaping contractor out now, will need to come back in the fall for fall plantings. Possible fall ribbon cutting. End of July to fill up with water. Vireo and Corps of Eng. To make a presentation during a ribbon cutting.
- C. Parkville Days – Staff does not know the status of the event.
- D. Brewfest had been rescheduled to mid-October, no update
- E. Bill Gresham noted that due to the COVID distancing guidelines the roads in PLP are being used by pedestrians and would like them policed for safety.
- F. Recycling event to be held on 7/11 in the Platte Landing Park dog park parking lot.
- G. East shelter grill was removed and will be replaced with a new grill.

6. ADJOURN

STEVEN STURGESS MOVED TO ADJOURN AT 6:07 P.M
LARUA OZENBERGER SECONDED; MOTION PASSED 5-0.

The minutes for July 8, 2020 having been read and considered by the Community Land and Recreation Board, were approved on this the 12th Day of August, 2020.

Bonnie Buckmaster, Public Works Assistant

Approval date

Sales Tax Collections - Parks Sales Tax Fund				
Distribution Month	Sales Collections Month	Actual 2019	Actual 2020	
January	Nov		44,411	
February	Dec		34,459	
March	Jan		58,515	
April	Feb		48,612	
May	Mar		27,061	
June	Apr		66,869	
July	May		53,460	
Aug	Jun		47,627	Projected Averages
Sept	July		48,086	
Oct	Aug		50,033	
Nov	Sept	3,570	48,821	
Dec	Oct	35,975	48,851	
Total Revenue		39,545	576,806	

**Parks Sales Tax
Draft CIP Plan 2020 - 2029**

Name	Project Description	Funding Source	Total Cost	Parks Sales Tax Total	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PLP Sports Fields Phase One	Engineer and construct new fields in Platte Landing Park.	100% Parks Sales Tax	2,500,000	2,500,000	200,000	800,000	1,500,000							
PLP Sports Fields Phase Two	PLP BallFields Donation Projects (Concession Stand, Restrooms, other amenities)	Parks Donations/General Fund	500,000	0	500,000									
Pickleball Courts	Construct four pickleball courts in English Landing Park.	100% Parks Sales Tax	120,000	120,000	120,000									
Dog Park Shade Structure	Construct dog park shade structures.	50% Outreach Grant 50% Parks Sales Tax	16,000	4,000	4,000									
Adams/Watkins Parks Planning	Community Engagement Adams and Watkins Park	100% Parks Sales Tax	18,500	18,500	18,500									
Adams Park Improvements	Improvements based on community engagement.	100% Parks Sales Tax	25,000	25,000	25,000									
Watkins Park Improvements	Improvements based on community engagement.	100% Parks Sales Tax	25,000	25,000	25,000									
Waddell Bridge Improvements	Paint the existing bridge structure and install lighting.	100% Parks Sales Tax	50,000	50,000	50,000									
Pocket Park Master Plan	Hire consultant to perform master plan for long-term improvements to Pocket Park; Design Services	100% Parks Sales Tax	46,000	46,000	21,000	25,000								
Pocket Park Construction	Pocket Park Master Plan Improvements	50% Park Sales Tax 50% General Fund	150,000	75,000	150,000									
Entry Signs for ELP / PLP	Hire consultant to design the concepts for the entry signs for ELP/PLP	100% Parks Sales Tax	27,000	27,000	27,000									
Entry Sign Construction	Entry Sign Construction	100% Parks Sales Tax	100,000	100,000	100,000									
Roundabout Makeover	Improve the landscape island located on Busch Drive in English Landing Park.	100% Parks Sales Tax	60,000	60,000	60,000									
ELP Playground Upgrade	Upgrade the existing playground areas in English Landing Park.	50% Outreach Grant 50% Parks Sales Tax	50,000	25,000	50,000									
Trail Connection - PLP	Connection of the riverfront trail with the Brush Creek Trail to the west.	100% Parks Sales Tax	200,000	200,000	50,000 150,000									
Future Unplanned Projects	Future Unplanned Projects	100% Parks Sales Tax	1,975,000	1,975,000	200,000 325,000 325,000 325,000 400,000 400,000									
Totals			5,862,500	5,250,500	500,500	1,125,000	2,000,000	100,000	350,000	325,000	325,000	325,000	400,000	400,000

CITY OF PARKVILLE
Policy Report

Date: August 5, 2020

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Anna Mitchell, Asst. to the City Administrator

ISSUE:

Pocket Park Master Plan Discussion

BACKGROUND:

In August 2014, the Board of Aldermen adopted Vision Downtown Parkville, a plan that included several improvements to downtown, including Pocket Park and the intersection of 1st and Main Streets.

On October 3, 2017, the Board of Aldermen approved a professional services agreement with BBN Architects who was selected because of their extensive experience with downtown revitalization projects. On April 28, 2020, the City Administrator approved Work Authorization No. 5A for the research and preliminary sketches of Pocket Park. On June 16, 2020, the Board of Aldermen approved Work Authorization No. 5B with BBN Architects for the public engagement and preliminary design of Pocket Park.

The City formed a stakeholder committee comprised of downtown business owners adjacent to Pocket Park, Main Street Parkville Association, Parkville Old Towne Market Community Improvement District representatives, and elected officials. The stakeholder committee met at the end of June to review the opportunities and challenges associated with the Pocket Park area. The stakeholders were encouraged to provide feedback associated with their future vision of the area.

Based on the feedback received in the first stakeholder meeting, BBN Architects developed two distinct options to improve the Pocket Park area. These options were presented to the stakeholder committee at the end of July.

A work session with the Board of Aldermen and Community Land and Recreation Board (CLARB) was held on Tuesday, August 4th. Both options were presented and the group provided feedback to the design team regarding the two options.

Public input will continue to be collected through open forums with the downtown business owners. An online survey will be available to collect input from the public about the space in Pocket Park. Once we have gather feedback, BBN Architects will finalize the design concept. A public meeting will be held prior to adopting a final design.

BUDGET IMPACT:

The 2020 Parks Sales Tax Capital Outlay includes \$25,000 for the Pocket Park Master Plan. The total cost for Work Authorization Nos. 5A and 5B is \$24,636.

The long-range Capital Improvements Program includes \$75,000 in the General Fund and \$75,000 in the Parks Sales Tax Capital Outlay in 2021 for improvements to Pocket Park. Any additional costs will need to be covered by grants or other outside funding sources.

ALTERNATIVES:

1. Provide feedback to staff regarding Pocket Park.
2. Postpone this item.

STAFF RECOMMENDATION:

Although this item was presented during the work session, staff is seeking feedback from CLARB members regarding the design concepts presented during the work session.

POLICY:

Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

As this is a non-action item, no motion is necessary.

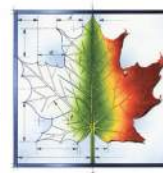
ATTACHMENTS:

1. Pocket Park Design Options

DOWNTOWN PARKVILLE POCKET PARK

Preliminary Concepts

AUGUST 2020



INTEGRATING NATURE
AND ARCHITECTURE
BBN
ARCHITECTS
INC

Preliminary Concepts

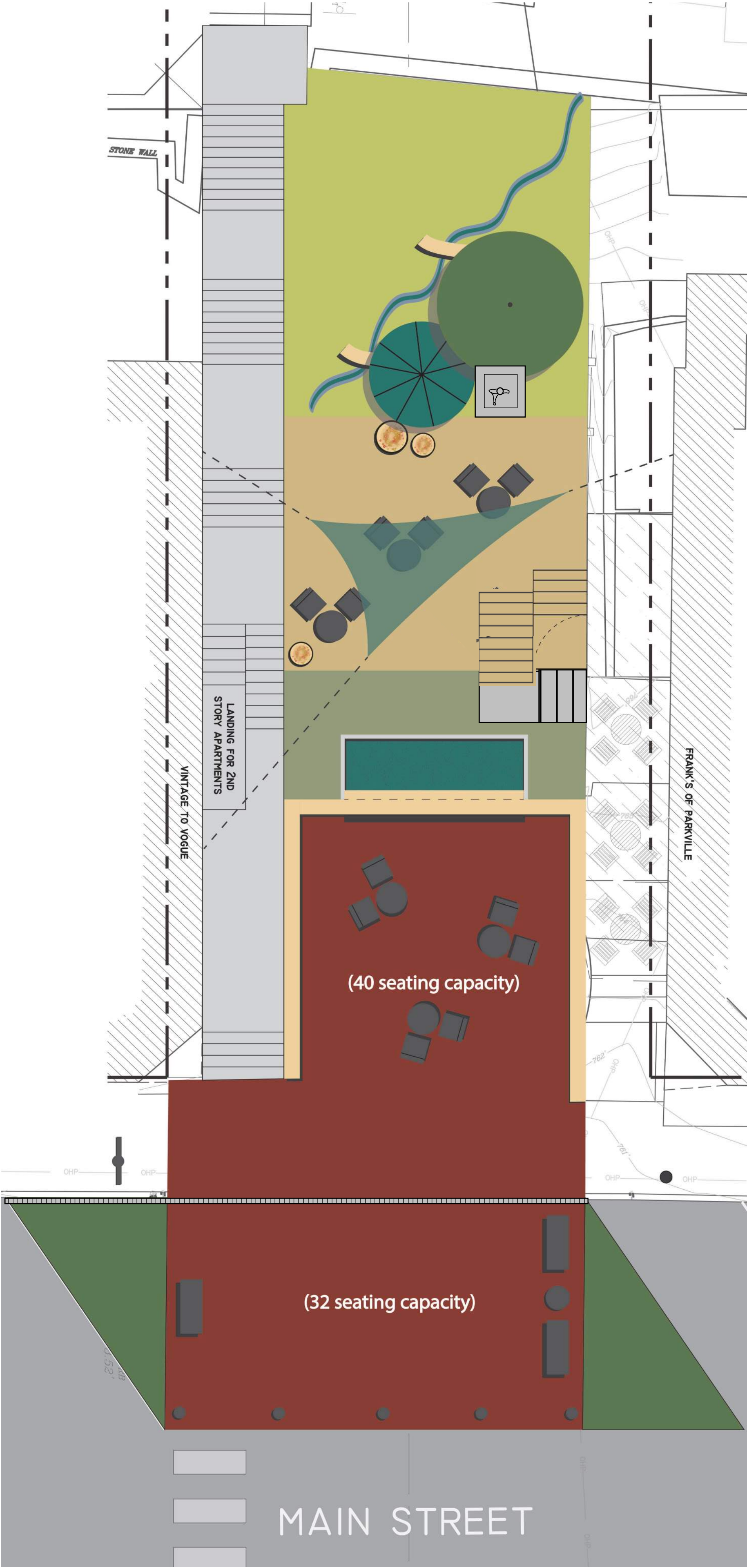
Downtown Parkville Pocket Park



Category	Item
A	Decorative Street Painting
B	Informational Kiosk
C	Temporary Bollards
D	Lower Garden Plantings
E	Flagstone Pavers
F	Relocated Benches
G	Black Wire Mesh Screening
H	Painted Guardrails
I	Planters
J	Bistro Tables & Chairs
K	Dry-laid Stone Wall
L	Black Aluminum Fence
M	Modified Stone Wall



OPTION B
Preliminary Concepts
Downtown Parkville Pocket Park



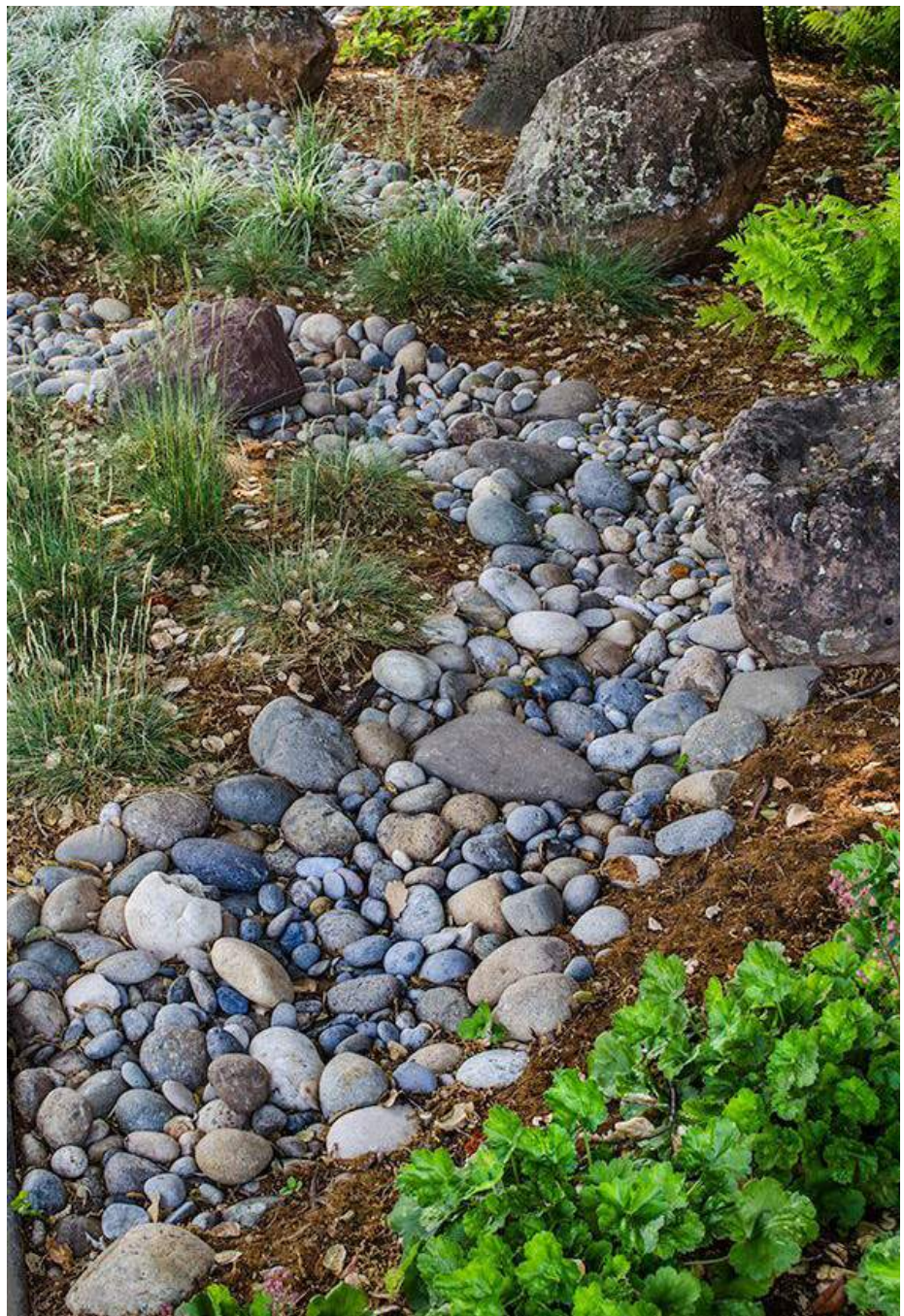
Option B: Plan View



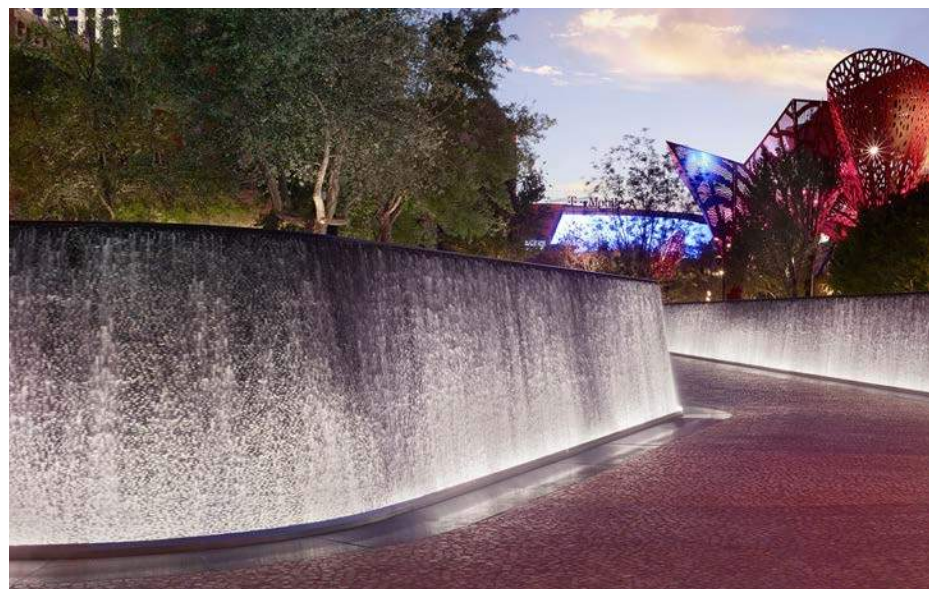
Fencing



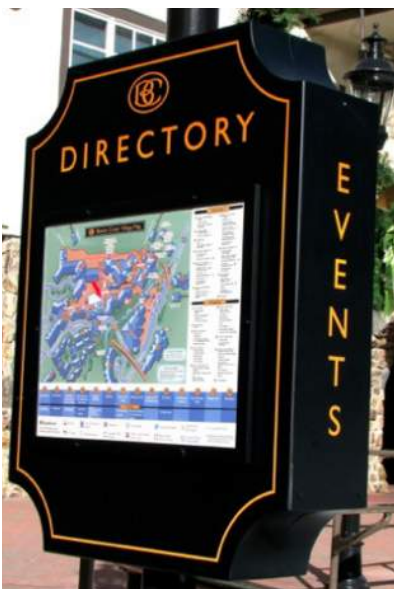
Decorative Bollards



Stormwater Feature



Water Wall Feature



Informational Kiosk



Cafe Seating



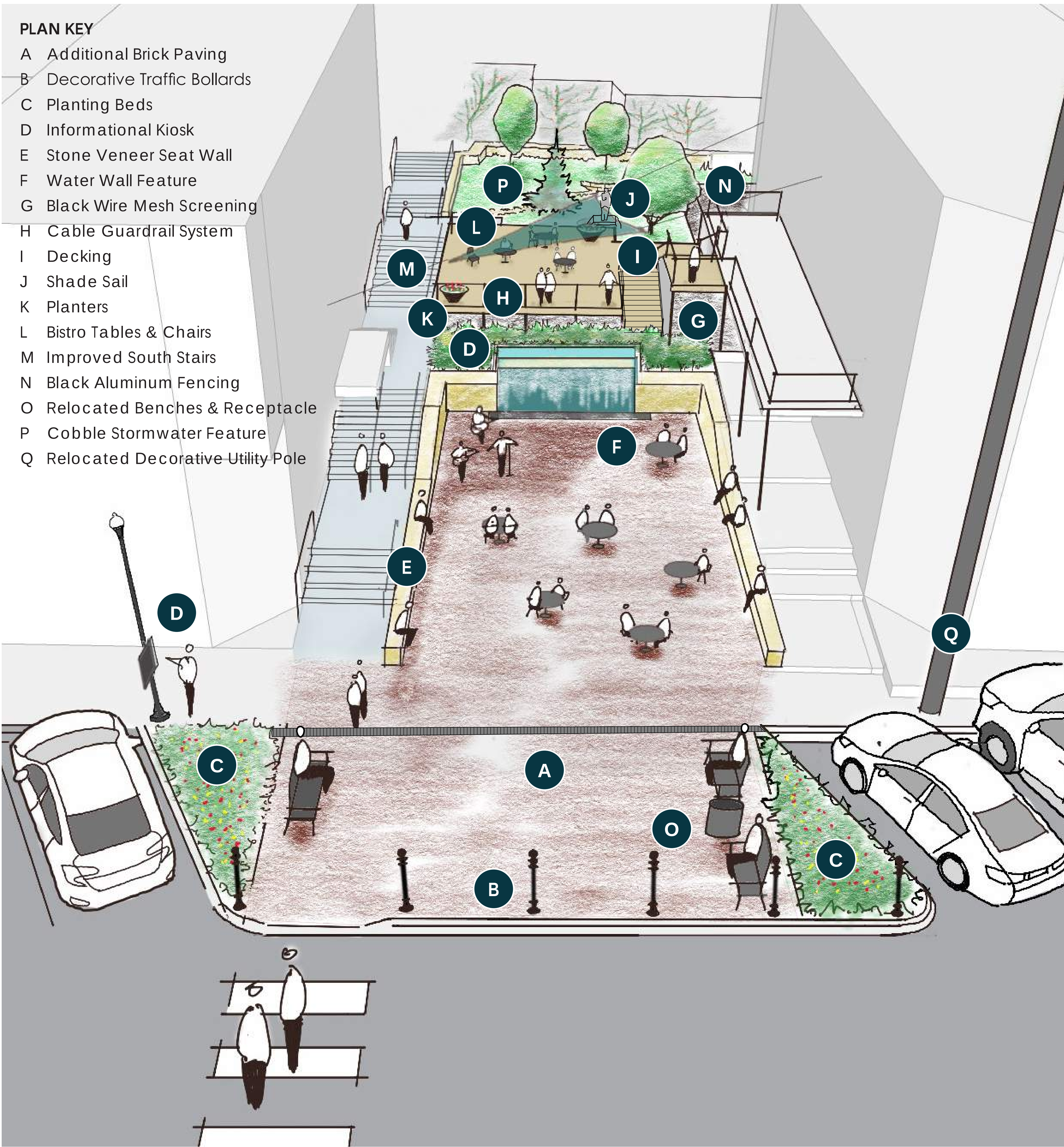
Shade Sail and Lighting



Limestone Seat Wall



Decking & Cable Railing



Option B: Aerial View Facing West from Main Street

- PLAN KEY**
- A Additional Brick Paving
 - B Decorative Traffic Bollards
 - C Planting Beds
 - D Informational Kiosk
 - E Stone Veneer Seat Wall
 - F Water Wall Feature
 - G Black Wire Mesh Screening
 - H Cable Guardrail System
 - I Decking
 - J Shade Sail
 - K Planters
 - L Bistro Tables & Chairs
 - M Improved South Stairs
 - N Black Aluminum Fencing
 - O Relocated Benches & Receptacle
 - P Cobble Stormwater Feature
 - Q Relocated Decorative Utility Pole



ITEM 4.A.

For 8/12/2020

Community Land and Recreation Board Meeting

CITY OF PARKVILLE Policy Report

Date: August 4, 2020

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Anna Mitchell, Asst. to the City Administrator

ISSUE:

Parks Naming Recommendation

BACKGROUND:

The 2020 Parks Capital Improvements Program includes the development of design concepts for the monument signs at the entrances to English Landing and Platte Landing Parks.

On October 17, 2020, the Board of Aldermen approved an on-call professional services agreement with Vireo. Through this on-call arrangement, the City can engage Vireo for various design projects with individual work authorizations under the master agreement. Vireo has assisted the City in the past with various projects, including the design of the disc golf and 5K/10K signage.

On April 21, 2020, the work authorization for the monument design concepts was approved by the Board of Aldermen. On May 5, 2020, the kickoff meeting was held with a small committee assembled to review the Riverfront Parks Monument signs. During the meeting, the group discussed preferences associated with the proposed monument signage.

During the small committee meeting, an additional item that was brought up by the committee was the existing naming of the riverfront parks system. The group questioned the origin of Platte Landing Park and wondered if there was historical significance. Before the design of the monument sign can move forward, staff needs direction on the naming of the parks system.

At the Community Land and Recreation Board meeting on June 10, 2020, this item was brought up as a non-action item. During the meeting, the group discussed their thoughts on the naming convention of the City parks system. The opinions widely varied during the discussion. Since this item was on the non-action agenda, the group was not able to make a decision.

The monument sign design is currently on hold until a decision is made regarding the naming convention of the parks system.

BUDGET IMPACT:

There is no budget impact associated with this item.

ALTERNATIVES:

1. Keep the current naming of the park system.
2. Rename Platte Landing Park.
3. Provide direction to staff related to the parks naming.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends no change to the current naming convention of the Parks system. The area located west of Main Street shall remain Platte Landing Park. The area located east of Main Street shall remain English Landing Park.

POLICY:

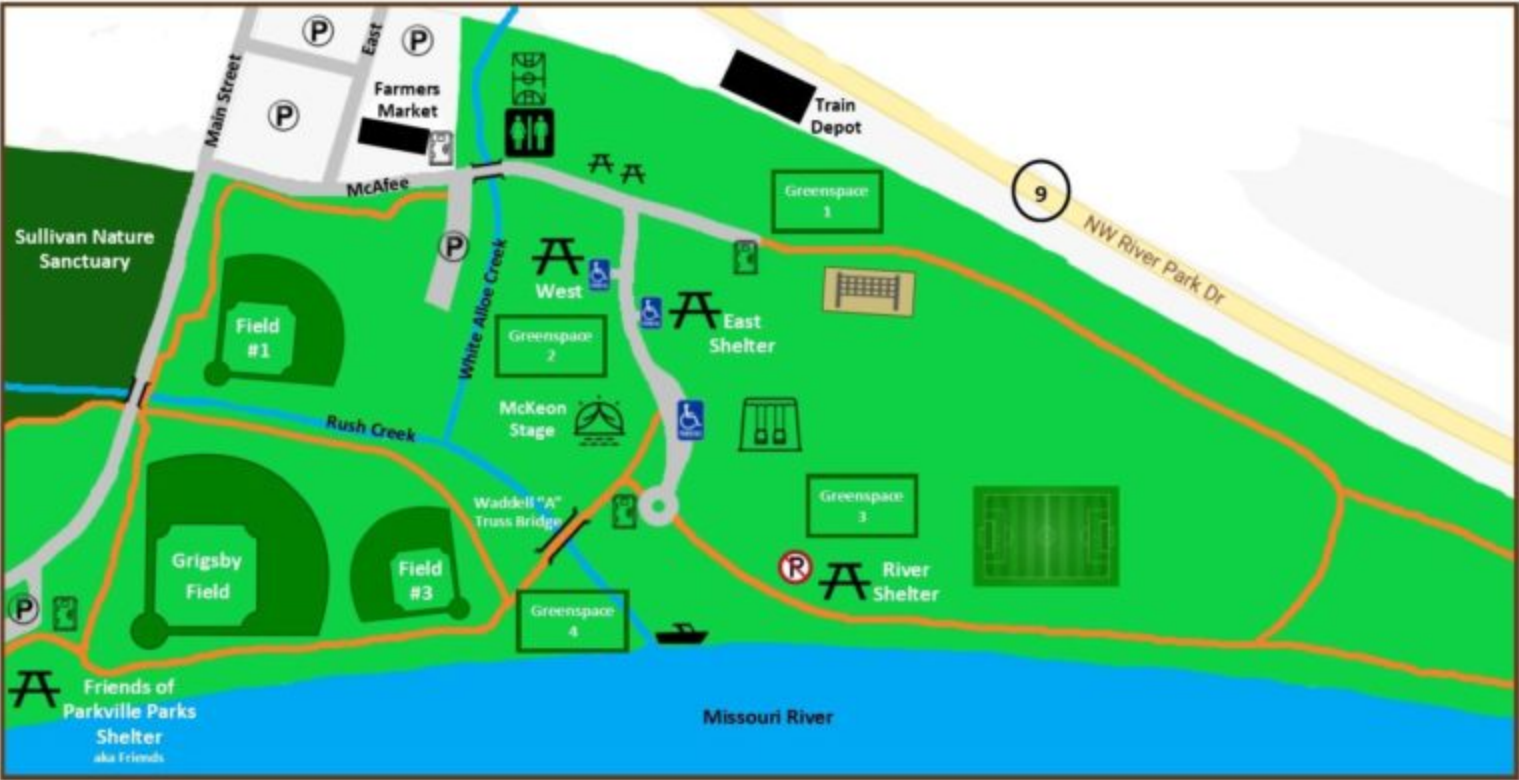
Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen keep the current naming convention of the parks system along the riverfront.

ATTACHMENTS:

1. ELP Map
2. PLP Map





ITEM 4.B.

For 8/12/2020

Community Land and Recreation Board Meeting

CITY OF PARKVILLE Policy Report

Date: August 4, 2020

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Anna Mitchell, Asst. to the City Administrator

ISSUE:

Approve a work authorization with Vireo for the design of park directional signage

BACKGROUND:

The 2020 Parks Capital Improvements Program includes the development of design concepts for the monument signs at the entrances to English Landing and Platte Landing Parks.

On October 17, 2020, the Board of Aldermen approved an on-call professional services agreement with Vireo. Through this on-call arrangement, the City can engage Vireo for various design projects with individual work authorizations under the master agreement. Vireo has assisted the City in the past with various projects, including the design of the disc golf and 5K/10K signage.

On April 21, 2020, the work authorization for the monument design concepts was approved by the Board of Aldermen in the amount of \$12,800. On May 5, 2020, the kickoff meeting was held with a small committee assembled to review the Riverfront Parks Monument signs. During the meeting, the group discussed preferences associated with the proposed monument signage.

At the Community Land and Recreation Board meeting on June 10, 2020, staff provided a presentation on the monument signs. The consensus of the group was that there needed to be directional signage, directing park users to the various features in the park.

Vireo provided an additional scope and fee associated with the creation of a design guide for the various directional signs in the park. Attachment 1 includes the scope and fee from Vireo. The additional fee would be in the amount of \$12,850, which includes the style guide for the directional signage as well as the design of wayfinder signs.

BUDGET IMPACT:

Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

ALTERNATIVES:

1. Recommend that the Board of Aldermen approve a work authorization with Vireo for the design of the park directional signage.
2. Provide direction to staff regarding the direction signage.
3. Do not approve this item.
4. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends the approval of the work authorization for the parks directional signage. The signage will tie in with the monument sign design that is currently underway.

POLICY:

Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a work authorization with Vireo for the design of the park directional signage.

ATTACHMENTS:

1. Monument Signage Scope & Fee

Attachment A – Statement of Work

City of Parkville Mo – Riverfront Parks Entry Signage

Scope of Services

Entry Signage

1. **Kick-off Meeting:** Vireo will have a Kick-off meeting with City staff to discuss project goals, objectives and design criteria as well as sign placement. Vireo and the City will review existing signage within Parkville and discuss wayfinding and signage system standards. Verification of the current city identity and branding will also be discussed and what will be used moving forward. The intent will be to focus on a common brand and signage system standard to be used throughout the Parks and future projects in Parkville.
 - a. **Branding workshop:** If desired, as an additional service, Vireo will conduct a separate Branding Workshop to assist in the development of a City Branding/Graphic Style Guide and or Wayfinding & Signage Style Plan/Guide.
2. **Signage Concepts:** Based on input collected during kick-off meeting Vireo will create two (2) distinct design concepts for a new entry sign for the Riverfront Parks. Vireo will use Parkville's city-wide graphic standards (if any) including signage materials, elements, colors, typography family and letter spacing, and symbol standards It is also assumed that existing Parkville logo and brand will be incorporated as-is.
3. **Interactive Workshop:** Vireo will present two (2) distinct design concepts for a new entry sign that express the look and feel of the brand identity and gather feedback from City representatives on the concepts/themes developed. Specific strengths and weaknesses will be discussed, voted upon and chosen for refinement. This Workshop will serve as the first (1) review with the City. Additionally, Vireo will present one (1) time to CLARB. The desired outcome of the Workshop and presentation to CLARB is a clear direction for refinement and/or combining elements of the Entry Sign concepts into one (1) final design.
4. **Revise Concept Design:** Based on comments gathered from the City in Workshop 1 and CLARB, Vireo will refine and/or combine elements of the Entry Sign concepts into one (1) final Entry Sign concept. The final concept will be further "polished" and include design and size specifications.
5. **Final Concept Design Review:** Vireo will review the final Entry Sign concept one (1) time with the City and then present one (1) time to CLARB for final review and buy-in.

Planning & Design



BeVireo.com

Kansas City

929 Walnut Street
Suite 700
Kansas City MO 64106
816-756-5690

Omaha

1111 N. 13th Street
Suite 116
Omaha, NE 68102
402-553-5485

6. **Finalize and Prepare:** Vireo will make final design edits to the Entry Sign and prepare material, fabrication and installation specifications as well as Cost estimates. Typical details and or standards may be developed to convey design intent that can be used when new signage and wayfinding are installed throughout the City. Site and specific detailed design of additional signs within the City will not be performed.
7. **Deliver:** Once approved and final design is final adopted; Vireo will package and provide the digital file format(s) suitable for fabrication by fabricator/manufacturer. Vireo will also provide the City a digital format of the Design Specifications. Throughout the process, Vireo will work to organize deliverables as they are developed and provide electronic copies of visuals to the City.
8. **Deliverables:**
 - a. A total of two (2) concept revisions are included to address comments.
 - b. A total of three (3) City Meetings. One (1) Kick-off, One (1) Workshop/Review, and One (1) Final Review.
 - c. A total of two (2) presentations to CLARB.
 - d. Vireo will provide:
 - Summary of Feedback from Kick-off Meeting, Workshop and CLARB
 - Digital file format(s) of final Entry Sign and specifications
 - Digital file format(s) of final Entry Sign suitable for fabrication by sign manufacturer/contractor.

Assumptions

1. Any major revisions after reaching an approved direction will be considered additional services. Should such an event occur, Vireo will notify the Client that additional services are about to be entered and will ask for written Client approval to do so. Vireo's fee schedule for additional services is listed below.
2. Any additional requests or revisions not stated in the above scope of services will be considered additional services. Should such an event occur Vireo will notify the Client that additional services are about to be entered and will ask for Client approval to do so. Vireo's fee schedule for additional services is listed below.
3. All Vireo deliverables are digital formats. It is assumed that City Staff will handle production of and coordination with the manufacturer of the sign and/or structure in regard to fabrication, product selection, ordering, and installation.
4. It is assumed that City Staff will handle any coordination with installers with regard to sign placement location(s) within the site area.

Cost

Vireo will provide the above services at a lump sum cost of \$12,600 with value options added as shown in the table below. Project cost is for delivery of digital artwork only and does not include production costs. Additional items and services can be provided at Vireo's hourly rates and/or at cost.

Timeline	Tasks	Budget
	Listen	
June	Kick- off Meeting with City (2 Vireo Staff)	\$400
	Design	
June - July	Signage Concepts (2)	\$4,800
July	Interactive Workshop (2 Vireo Staff)	\$800
July	Presentation to CLARB (2 Vireo Staff)	\$200
Mid July - August	Revise Concept Design (1)	\$2,400
August	Final Concept Design Review (2 Vireo Staff)	\$400
August 12	Presentation to CLARB (2 Vireo Staff)	\$200
August 18	Presentation to BOA (2 Vireo Staff)	\$200
	Finalize	
August - September	Finalize and Prepare Final Edits after review and buy-in from City and CLARB. Summary of Feedback from Kick-off, Workshop and CLARB	\$2,000
August - September	Cost Estimate	\$400
	Deliver	
September	Package and deliver digital file(s) suitable for fabrication	\$400
Fall	Coordination with Fabricator	\$600
PROJECT COST		\$12,800
	+ Branding Workshop (2 Vireo Staff)	\$800
	+ City Branding/Graphic Style Guide (digital)	\$1,600
VALUE ADDED		\$15,200
	+ Wayfinding & Signage Style Plan/Guide (digital)	\$10,450
VALUE ADDED		\$25,650

ADDITIONAL SERVICES

Additional services as determined by the Client and agreed to by Vireo, will be billed at an hourly rate as noted in the fee schedule below.

Owner / Principal	\$145/hr.
Associate V	\$120/hr.
Associate IV	\$110/hr.
Associate III	\$100/hr.
Associate II	\$ 90/hr.
Associate I	\$ 80/hr.

CITY OF PARKVILLE
Policy Report

Date: August 11, 2020

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Anna Mitchell, Asst. to the City Administrator

ISSUE:

Declare the Boat Ramp in English Landing Park obsolete

BACKGROUND:

Parkville has two boat ramps along the Missouri River. There is one located at the end of Busch Drive in English Landing Park. The other boat ramp is located on the west end of Platte Landing Park.

The boat ramp in English Landing Park was constructed in the late 1980s, and has experienced deterioration over the past several years. Recently, staff has noticed further damage to the boat ramp, including large broken sections of concrete at the base of the ramp. When river levels are low, these jagged edges exist, making it impossible for the boat ramp to be used. Although not many people use this as a boat ramp, there are several people that use this area for fishing in the Missouri River.

In late 2019, staff reached out to the Missouri Department of Conservation about the safety concerns with the boat ramp. MDC staff stated that the City needs to declare the boat ramp obsolete and provide justification for this decision. As a first step, staff wanted to get input from CLARB.

If the boat ramp is declared obsolete, staff will take this item to the Board of Aldermen for a resolution. Once approved, staff plans to install a barrier along the existing boat ramp entrance and remove signage. This will allow the area to continue to be open for fishing.

BUDGET IMPACT:

There is no budget impact associated with the approval of this item.

ALTERNATIVES:

1. Recommend that the Board of Aldermen declare the ELP Boat Ramp as obsolete.
2. Provide staff direction regarding this item.
3. Postpone this item.

STAFF RECOMMENDATION:

Staff recommends declaring the boat ramp in English Landing Park as obsolete due to safety

concerns.

POLICY:

Parkville Municipal Code Section 150.050(A) directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, and removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen declare the boat ramp in English Landing Park as obsolete.

ATTACHMENTS:

1. Boat Ramp
2. Boat Ramp at Base
3. Boat Ramp at River









CITY OF PARKVILLE Memorandum

Date: August 5, 2020

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Anna Mitchell, Assistant to the City Administrator
Tom Barnard, Parks Superintendent

RE: July 2020 Parks Activity Report

The following Parks-related activities took place during July 2020:

- Hydrant Repair: The water hydrants were repaired at McKeon Stage and the River Shelter.
- Shelter Amenities: The grills in the East, West and River shelters were replaced with new, large grills.
- A-Truss Bridge Repair: The decking board on the A-Truss bridge was replaced.
- Dog Park Entry: Bermuda grass was applied to the entry of the Large Dog Park.
- Restroom Maintenance: Air fresheners were installed in the restrooms.
- Tree Maintenance: Small trees were water during dry periods. The trees were primarily located in the parking lot, playground and dog parks. The trees were also sprayed for bag worms and Asian beetles.
- Ballfield Maintenance: The ballfields were groomed three times per week. Fertilizer was placed on Grigsby Field. Chat was installed in the Ballfield 3 dugout exits.
- Sanitizing: The playground and restrooms are sprayed daily.
- Waterline Repair: There was a water leak in the park by the West Shelter. It was immediately discovered and repaired.
- Farmers Market Bank: Staff installed over 100,000 pounds of decorative mat on the bank south of the Farmers Market building. With the installation of the rock, the previous landscape plans were terminated.
- Mowing: The right-of-way along Hwy 45 was mowed weekly. The small parks were mowed weekly. The area around the PAC was mowed three times in July. The one-way split on Main Street was mowed. Areas in ELP, PLP, dog park, and Hwy 9 entryway sign were mowed.
- Fountain Maintenance: The Spirit Fountain was drained, cleaned and filled.
- Weed Control: Weeds were pulled at City Hall. Weeds were pulled on the perimeter of the volleyball court. Weeds were trimmed along the riverbank.
- Dog Stations: The bags were restocked at the dog stations throughout the park.

Parkville Nature Sanctuary

COVID 19 pandemic precautions The decision has been made to cancel in person Ghost Stories Night and do it virtually. We want to be sensitive to our community and it would be devastating to PNS if Platte County were to start seeing an increase in numbers due to our gathering. We instead will be doing a Virtual Ghost Stories night. This will still include music, s'mores making of which we will have s'mores kits available to pick up so that kids may still have an activity to do. We will be providing a scavenger hunt list for kids to find nature items around their yard and when they go outside. I intend for this virtual event to be as interactive and fun as possible. We have two committed musicians and one choreographer to put on a short dance for the kids to do with her during this virtual event.

Trail maintenance Thanks again to the Parks Department for the use of their backpack sprayer I was able to eliminate a lot of the highly aggressive and invasive Lespedeza in the prairie along the Butterfly Pass trail.

Bruce Duffin, Bill Beyer and Wayne Fraizer tore up the old stepping bridge along the same trail, up to the root cellar, and rebuilt it so that the area will safely hold more weight.

I have been walking the trails weekly to pick up trash and to get an idea of all the focus areas for our next volunteer workday, August 8th, in which we will be weeding garden beds and doing trail maintenance such as mulching and reapplying gravel to eroded areas.

Wayne and I successfully removed a large fallen tree along the Old Kate Trail. The tree was about thirty feet long and came down with the heavy winds and rain we had in the last two weeks of July.

The last weekend of July we spent clearing trails at Sullivan Nature Sanctuary and spraying Poison Ivy so that we may alleviate some of the congestion we have been experiencing on the weekends at PNS.

FOPNS Friends of Parkville Nature Sanctuary has started putting up the winning photo for the photo contest on the kiosk at the Nature Sanctuary. We had a board meeting on July 8th. We decided there to make Ghost Stories a virtual event with a link to a Venmo account for FOPNS donation fund. We also decided to put a Venmo link at the Nature Sanctuary kiosks to allow patrons easier way to donate to FOPNS. President, Jeanne Pyland has brought me finalized print offs of our last two interpretive signs for PNS, as part of the Platte County Grant, to go over one last time before sending to fabrication which means we should have our signs ready to install in August.

Eagle Scouts We completed our first Eagle Scout project. Troop 261 of Parkville came out with a large group of over twenty people. Their project will help ease water run-off from large storms, which will in the long run help us with trail erosion. I have three other committed Eagle Scouts due to complete their projects this August. We will be continuing work on preventing trail erosion.

Volunteer Hours

I would like to recognize Patricia Harris for her constant volunteer efforts, she is out with us every week, provides her own equipment, and has been a vital asset to PNS.

We had our first Stream Team volunteer work day on July 11, to determine water quality of our streams. We had nine people show up including someone who was hiking the trails at the time, this person is now a regular volunteer.

We have a virtual Ghost Stories planning committee that will meet this week.

I have been contacted by a regular trail hiker who will be doing a citizen science effort in the sanctuary, specifically about birds, this will give us a better idea of what assets we have, biologically, without having to spend employee hours on it.

Volunteers help with clearing trails, watering trees, trash pick-up, chain saw training, trimming trees and branches growing over trails, pulling garlic mustard (a very problematic/ invasive species), honeysuckle removal (another problematic invasive species-very prevalent at PNS) and trail patrol which includes making sure no one is violating the no dogs rule and maintaining general order in PNS.

I have finalized with Sarah Crowder, Program manager of Heartland Tree Alliance, a program run by Bridging the Gap, to come out this fall and have her crew and their volunteers' plant over forty native trees and shrubs, which they are providing, to increase biodiversity in the Nature Sanctuary. Prior to doing this I will be out there clearing invasive Bush Honeysuckle where we will be planting the trees and shrubs.

MONTH	VOLUNTEER HOURS	YTD VOLUNTEER HOURS
JANUARY	54	54
FEBRUARY	42	96
MARCH	63	159
APRIL	49	208
MAY	94	302
JUNE	48	350
JULY	43	398

Upcoming Park Hill School District has two students coming to intern with me starting in August as part of the CAPS program.

I will be hosting a Bio Blitz (a citizen science program through iNaturalist) in the prairie at PNS, this will allow me to determine if there are any fire-vulnerable critters in the prairie. I am doing this as I intend to burn the prairie this winter to help control invasive species and allow greater wildflower richness. Some insects are not tolerant to fire and I want to ensure only best practices will be done at PNS.

PUBLIC WORKS DEPARTMENT
PROJECT UPDATE
JULY 2020

PLP Wetlands – The City is working with the US Army Corps of Engineers on the construction of a Section 1135 Wetland Project in Platte Landing Park. The project includes the construction wetland areas and restoration of a riparian corridor. BKM Construction, along with their subcontractors Linaweaver and Natural States Landscaping, contracted with the Corps to construct this project. City staff has been involved as a local project sponsor for this project. Because of the project cost savings, the Corps increased the vegetated areas throughout the project. The contractor mobilized at the end of February and started construction. The primary focus has been grading and installation of plantings in the riparian corridor along Rush Creek. The majority of the work was completed. The landscaping contractor will be working in the upcoming months to install the remaining plugs and native plants.

STATUS – IN PROGRESS.

Dog Park Shade Structure – In 2019, the City received an Outreach Grant from Platte County to construct shade structures in each of the dog parks, based on the recommendation from CLARB. Shergain started on the construction of the shelter buildings in May, and completed the buildings in June. Additional work has been done including pouring of the concrete pad, backfilling of the concrete pad, and installation of picnic tables under the structure. Staff is currently looking into installing a shade screen on the side of the structures.

STATUS – COMPLETE.

2020 Outreach Grants – The applications for the 2020 Outreach grants were submitted at the end of January. The requests include: (1) installation of pickleball courts; (2) improvements to the Busch Drive traffic circle; (3) improvements to the A-Truss bridge. In April, staff received notice of award of only one of the project, the improvements to the A-Truss Bridge.

STATUS – IN PROGRESS.

Royals Donation – In late 2019, the City received \$25,000 from the Royals Foundation for improvements to the existing baseball fields. The projects include dugouts at Ballfield #3, bullpen at Grigsby, and upgrades to the scoreboard at Grigsby. The work has been completed for the Dugout structures on Ballfield #3 and Bullpen at Grigsby Field. The scoreboard is currently being constructed, it is anticipated to be completed soon.

STATUS – IN PROGRESS.

Pickleball Courts – The 2020 budget includes funding for the design and construction of Pickleball Courts. The City released the bid documents in June. The bid document included the base bid for four courts and included two bid alternates for lighting and relocation of the basketball court. The location of the courts was approved by CLARB and the Board of Aldermen in July. Staff is wrapping up final details and contract documents before construction can begin. Staff has also been working directly with Jack Moorhead, an USAPA Ambassador and PPA Certified Coach/Pro. He has provided valuable input to staff. It is anticipated to be completed by late summer/early fall.

STATUS – IN PROGRESS.

Neighborhood Park Improvements – The 2020 budget includes funding for the improvements to the Adams and Watkins neighborhood parks. In early 2020, it was determined that a public involvement process was necessary to determine the best improvements that fit with the needs of the neighborhood. The City has engaged the services of Vireo to assist with the public engagement. A targeted mailing was sent to over 130 residents who live near the parks. An in-person open house was held at City Hall to get feedback on the improvements. Display boards were stationed at City Hall and the YMCA, promoting the on-line survey for the community regarding the neighborhood parks. The online survey will continue until the first week in August.

STATUS – IN PROGRESS.

Pocket Park Improvements – The 2020 budget includes funding for the improvements to Pocket Park. This process will include discussions with a small committee of business owners and other stakeholders from the downtown area to determine the best use for Pocket Park and the necessary improvements in the short-term and long-term. The City has engaged BBN Architects to lead the stakeholder discussion and develop two distinct concepts for review. The first stakeholder meeting was held in June to gather feedback about the opportunities and challenges for the park area. The second stakeholder meeting was held in July to review the concepts developed. A work session with the Board of Aldermen and CLARB will be held on August 4th starting at 5:30pm, for both groups to review and comment on the two concepts. There will be additional community outreach such as an open forum with MSPA/POTMCID in August, an online survey, and display boards at City Hall/YMCA. Once the input is gathered, a final concept will be developed and presented to the groups again. It is anticipated that the final concept will be completed by late fall.

STATUS – IN PROGRESS.

Riverfront Park Entry Signage – The 2020 budget includes funding for the design of entry signage for the two riverfront parks. Vireo was hired to design concepts for approval. Future budget cycles will include the installation of these signs. A small committee consisting of representatives from the Board of Aldermen, CLARB and staff met to discuss the vision for the signage. Based on this feedback, Vireo will develop concepts for consideration by the committee. There are a few remaining issues that need to be resolved, which include the naming convention of the park and the wayfinder sign design. It is anticipated that the concepts will be completed by early fall.

STATUS – IN PROGRESS.