



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-008)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, September 11, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m., on September 11, 2024. Roll was called by Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Adam Zink
Linda Arnold
Dana Laiben
Nate Askren - Arrived after 2A.
Amanda Blackwood - Arrived after 2A
Mary Jane Kuehn
Jessica Holtz

Absent with prior notice were:

Michelle Flamm
Steven Sturgess

Phil Wassmer (Liaison)

A quorum of the Board was present.

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

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

2. CONSENT AGENDA

- A. Approve the minutes for the August 14, 2024, regular meeting
ACTION: Dana Laiben moved to approve the Minutes for the August 14, 2024, Regular Meeting. Linda Arnold seconded.
RESULT: Motion Passed: 5-0.

Note: Nate Askren and Amanda Blackwood arrived after the approval of 2A.

3. ACTION AGENDA

- A. Recommend the Parks and Recreation Capital Improvement Program for the 2025 Budget.
Bryan Kidney, Deputy City Administrator/Finance Director, presented the Capital Improvement Program for the 2025 budget. These are projects and programs that are \$50,000 or more.

Discussion included whether the parking lot and landscaping should be included in the parks budget, which would be a topic to take to a Board of Aldermen meeting. CLARB appreciated being kept up to date on the budget.

The presentation is attached to the minutes.

ACTION: Linda Arnold moved to recommend the Board of Aldermen approve the 2025 Parks and Recreation Capital Improvement Program. Jessica Holtz seconded.

RESULT: Motion Passed: 7-0.

4. NON-ACTION AGENDA

- A. Sullivan Nature Sanctuary Maintenance Report
Brittanie Propes, Parks and Recreation Director, gave a presentation of the maintenance report for Sullivan Nature Sanctuary. Tom Barnard, Parks Superintendent, provided additional information on the removal of the invasive plantings. Parks staff are actively maintaining this area to take control of the invasive species and non-native species to do a conversion to native plantings. Brittanie showed several pictures of the before and after clearing of this area. There were also pictures of diseased trees that would need to be removed for trail safety.

Discussions included a suggestion of having volunteers help maintain this area and to provide training for them. It was also suggested to add a volunteer section on the city website to include volunteer opportunities. Brittanie shared the city website detailing volunteer opportunities that were listed under the Nature Sanctuary and will add this under the Parks section of the website as well.

- B. Platte Landing Park vehicular bridge and foot bridge design
Brittanie Propes, Parks and Recreation Director, gave an update on the project. McClure is now the current design consultant instead of the previous consultant due to costs. The survey is complete, and the next step is the soil borings. The estimated cost is \$37,000, the city received a grant of \$40,000.

5. STAFF UPDATES ON ACTIVITIES

The updates were included in the CLARB Packet.

- A. Parks Maintenance Updates
The updates were included in the CLARB Packet.
- B. Nature Sanctuary

The updates were included in the CLARB Packet.

C. Parks Project Updates

The updates were included in the CLARB Packet.

The Veterans Memorial Committee just approved additional work at the Memorial in the amount of up to \$30,000.

D. Special Events

The Special Events were included in the CLARB Packet and are listed on the City's website.

6. MISCELLANEOUS ITEMS FROM THE BOARD

There was a comment about the millings being stored in an area near the dog park parking lot. Brittanie will look into this.

Member Mary Jane Kuehn requested annual training for the CLARB. City Administrator Alexa Barton approached the Board and said that there has been training brought to the CLARB and recommended waiting until the Master Plan is completed before looking into more training opportunities.

Brittanie shared that she has been working on bringing an "Advisory Board Training" through UMKC that focuses on Good Governance training. Brittanie is also working with Bridging the Gap to host a Tree Keepers Course in Platte Landing Park.

Marcus Flores, Founder and Executive Director of the Parkville Living Center, approached CLARB and said that he was intrigued and excited by the direction that Parkville has been going, and has been a natural support for the overwhelmed institutions, and to continue the work as a community to make sure that people are aware that it takes involvement and support of the community. He also appreciated open meetings. The CLARB thanked Mr. Flores for his comments.

Chair Adam Zink asked to have park branded clothing for the community to purchase and for the CLARB members to wear. Brittanie would send options.

7. ADJOURN

ACTION: Jessica Holtz moved to adjourn the meeting at 7:19 p.m. Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

The minutes for September 11, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 16th day of October 2024.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

10/16/2024
Approval date



City of Parkville, Missouri Parks Sales Tax Fund (41) 31-Aug-24										
Revenues										
Category	2023 Audited	2024 Adopted	2024 Year to Date	2024 estimate	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	
Taxes	\$ 952,254	975,000	685,090	1,038,000	\$ 1,048,000	\$ 1,058,000	\$ 1,069,000	\$ 1,080,000	\$ 1,091,000	
Program Revenue	34,616	37,000	38,111	37,000	37,700	38,400	39,100	39,800	40,500	
Other	-	-	76,340	76,340	-	-	-	-	-	
Grants/Donations	432,093	1,000	24,308	1,000	1,000	1,000	1,000	1,000	1,000	
Transfers	350,000	426,000	284,000	426,000	439,000	452,000	466,000	480,000	494,000	
Total Revenues	1,768,963	1,439,000	1,107,849	1,578,340	1,525,700	1,549,400	1,575,100	1,600,800	1,626,500	
Expenditures										
Salary and Benefits Parks	452,949	771,000	428,272	771,000	870,000	896,000	923,000	951,000	980,000	
Operating	173,034	228,000	125,378	228,000	350,000	361,000	372,000	383,000	394,000	
Capital	273,113	496,000	310,120	496,000	1,370,000	450,000	425,000	350,000	350,000	
Transfers Out	-	-	-	-	-	-	-	-	-	
Total Expenditures	899,096	1,495,000	863,770	1,495,000	2,590,000	1,707,000	1,720,000	1,684,000	1,724,000	
Increase (decrease)	869,867	(56,000)	244,079	83,340	(1,064,300)	(157,600)	(144,900)	(83,200)	(97,500)	
Beginning FB	887,084	1,756,951	1,756,951	1,756,951	1,840,291	775,991	618,391	473,491	390,291	
Ending FB	\$ 1,756,951	\$ 1,700,951	\$ 2,001,030	\$ 1,840,291	\$ 775,991	\$ 618,391	\$ 473,491	\$ 390,291	\$ 292,791	
Fund Balance % (of OPS)	281%	179%	161%		64%	49%	37%	29%	21%	

Name	Total Cost	Grant/Other	2025	2026	2027	2028	2029
Parks Sales Tax Fund							
PK2402 Farmers Market (in progress)	\$1,870,000	1,350,000	\$20,000	0	0	0	0
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2405 Annual Park Beautification and Maintenance	\$250,000	0	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2407 English Landing Park Scenic Viewing Area Event Space	\$50,000	0	\$0,000	0	0	0	0
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2501 Master Plan Priority Project (s)	\$1,250,000	0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							

Name	Total Cost	Grant/Other	2025	2026	2027	2028	2029
Parks Sales Tax Fund							
PK2502 Conservation Land Management	\$250,000	0	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2502 English Landing Park entrance Streetscape	\$350,000	0	\$350,000	0	0	0	0
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2703 English Landing Park Stream bank Stabilization (in progress)	\$400,000	200,000	\$100,000	\$100,000			0
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							
PK2802 Parks Maintenance Building Improvements and Storage	\$75,000	0	0	0	75,000	0	0
Parks							
Item Score/Strategic Plan Score							
Parks and Recreation							

Name	Total Cost	Grant/Other	2025	2026	2027	2028	2029
Parks Sales Tax Fund							
Total Parks Sales Tax Fund	\$4,495,000	\$1,550,000	\$1,370,000	\$450,000	\$425,000	\$350,000	\$350,000

City of Parkville, Missouri
Parkville Nature Sanctuary (60) 2024 Adopted Budget
31-Aug-24

Revenues								
Category	2023 Audited	2024 Adopted	2024 YTD	2024 Est	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Program Revenue		\$ 5,500	\$ 330	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
Donations/Grants	8,141	4,500	909	1,000	1,000	-	-	-
Transfers	63,000	-	-	-	-	-	-	-
Total Revenues	71,141	10,000	1,239	2,000	2,000	-	-	-
Expenditures								
Salary and Benefits	85,724	-	-	-	-	-	-	-
Operating	17,298	26,000	19,084	26,000	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Capital	-	46,000	3,380	10,000	100,000	99,132	-	-
Total Expenditures	103,022	72,000	22,464	36,000	100,000	99,132	-	-
Increase (decrease)	(31,881)	(62,000)	(21,225)	(34,000)	(98,000)	(99,132)	-	-
Beginning FB	263,013	154,813	231,132	231,132	197,132	99,132	-	-
Ending FB	\$ 231,132	\$ 92,813	\$ 209,907	\$ 197,132	\$ 99,132	\$ 0	\$ -	\$ -

2025-2029 CIP by Funding

Name	Total Cost	Grant/Other	2025	2026	2027	2028	2029
Parks Nature Sanctuary Fund							
NS2601 Trail Upgrades	\$200,000	0	100,000	100,000	0	0	0
Nature Sanctuary							
Item Score/Strategic Plan Score			5				
Parks and Recreation			4				
Total Parks Nature Sanctuary Fund	\$200,000	\$0	\$100,000	\$100,000	\$0	\$0	\$0

City of Parkville, Missouri
Use Tax Fund (48) 2025 Adopted Budget
31-Aug-24

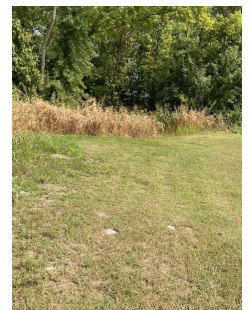
Revenues								
Category	2023 Audited	2024 Adopted	2024 Year to Date	2024 Revised	2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast
Taxes	\$ -	\$ 350,000	\$ 505,465	\$ 985,465	\$ 995,000	\$ 1,005,000	\$ 1,015,000	\$ 1,025,000
Other	-	-	-	-	-	-	-	-
Total Revenues	-	350,000	505,465	985,465	995,000	1,005,000	1,015,000	1,025,000
Expenditures								
Park Trail Maintenance & Capital	-	70,000	-	70,000	250,000	200,000	210,000	215,000
Street Capital	-	204,805	-	204,805	1,000,000	834,000	500,000	700,000
Street Maintenance	-	56,000	-	56,000	250,000	150,000	160,000	170,000
Total Expenditures	-	230,805	-	230,805	1,500,000	1,184,000	870,000	985,000
Increase (decrease)	-	119,195	505,465	654,660	(505,000)	(179,000)	145,000	150,000
Beginning FB	-	-	-	-	654,660	149,660	(29,340)	115,660
Ending FB	\$ -	\$ 119,195	\$ 505,465	\$ 654,660	\$ 149,660	\$ (29,340)	\$ 115,660	\$ 285,660
Fund Balance % (of DPS)	0%	15%	#DIV/0!		20%	4%	31%	34%

Name	Total Cost	Grant/Other	2025	2026	2027	2028	2029
Use Tax Fund							
PK2503 Park Trails Program	\$975,000	0	250,000	150,000	175,000	200,000	200,000
Parks							
Item Score/Strategic Plan Score			5				
Parks and Recreation			5				
Total Use Tax Fund	\$975,000	\$0	\$250,000	\$150,000	\$175,000	\$200,000	\$200,000

NON-ACTION AGENDA



Volunteer Work Day April 22nd
Earth Day plugs and tree plantings

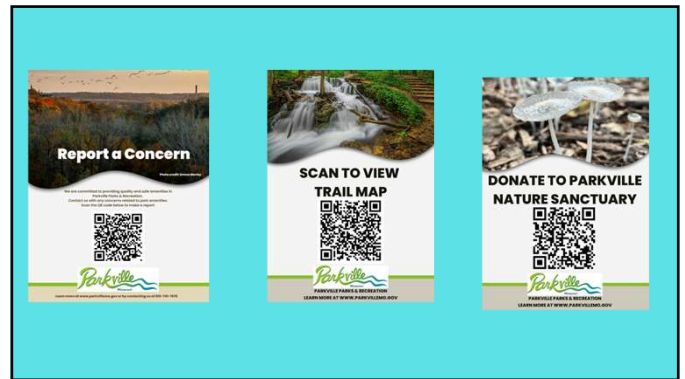


Johnson Grass was bordering the Sanctuary



Bridge to Platte Landing Park





Veteran's Memorial



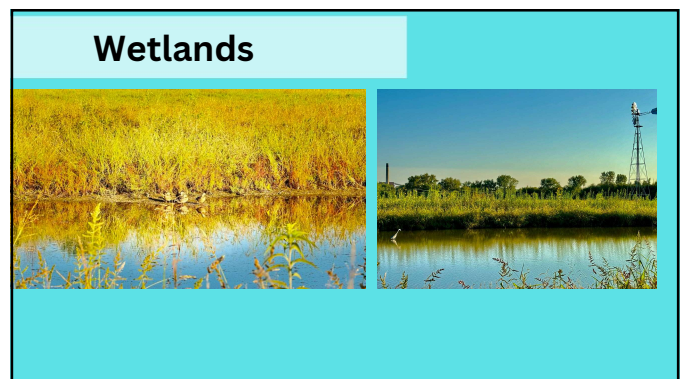
- Contract was awarded to Flagsource Unlimited for the purchase and installation of the flag poles and the flags
- Electrical contracts are still being reviewed
 - Electrical work consists of lighting the individual flags
 - Electrical meters will be set up separate from the Train Depot
- **Flag installation is complete**
- **Electrical contract awarded and anticipated to start soon**
- **Tentative Ribbon Cutting on Veterans Day, November 8, 2024**
- **Veterans Committee gave staff permission to proceed with additional work up to \$30k**

Farmers Market

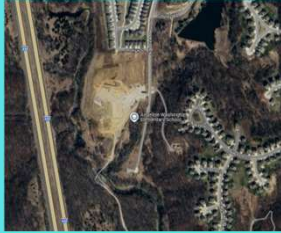
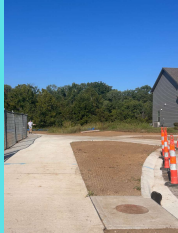
- BBN Architecture is preparing the final construction documents
- Waiting on topographical survey from R.L. Buford
- Staff plans to meet with BBN Architecture next week for a 95% construction document review
- **BOA/CLARB Joint Work Session scheduled for Tuesday, August 20th at 5pm to review construction documents**
- Once construction documents are approved, the project will go to bid



Customer shopping at Farmers Market



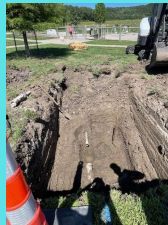
Brush Creek Trail Extension



McAfee Pump Replacement



Repairs at Dog Park



Fall Events

- September 14 Healing Strides 5K
- September 14 Premium Waters Company Picnic
- September 15 River Park Church Service at ELP
- September 22 Seize the Day 5K
- September 27 St Vincent De Paul Celebration at ELP
- September 28 Strawberry Swing In ELP
- September 29 River Park Church Service In ELP
- October 1 Kansas City Symphony in the Park
- October 5 Brett's Bands 5th Annual 5k
- October 5 Cruise Night

