



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#25-01) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, January 8, 2025 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 November 13, 2025, regular meeting

4. STAFF UPDATES ON ACTIVITIES

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

5. MISCELLANEOUS ITEMS FROM THE BOARD

6. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#24-10)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, November 13, 2024 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. on November 13, 2024.
Roll was called by Bonnie Buckmaster, Public Works Department Assistant.

Members present were:

Adam Zink
Michelle Flamm
Steven Sturgess
Dana Laiben
Nate Askren
Amanda Blackwood - *via zoom*
Mary Jane Kuehn
Jessica Holtz

Absent with prior notice were:

Linda Arnold

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.

- 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 October 16, 2024 regular meeting
* See Note Below

ACTION: Michelle Flamm moved to approve the October 16, 2024, regular meeting minutes. Steven Sturgess seconded.

RESULT: Motion Passed: 8-0.

3. NON-ACTION AGENDA

A. Quarterly Budget Update

Bryan Kidney, Deputy City Administrator/Finance Director, presented the quarterly budget update that was included in the CLARB packet.

B. Presentation: Permeable Pavement Presented by Jim Schuessler, Green Infrastructure & Stormwater Specialist

Jim Schuessler, Architect with George Butler Associates, and is a Green Infrastructure & Stormwater Specialist gave a presentation on Permeable Pavement that was included in the CLARB Packet.

The CLARB thanked Jim for the presentation and great information.

4. ACTION AGENDA

A. Recommend Memorial Bench Policy and Guidelines

Brittanie Propes, Parks and Recreation Director, presented a recommendation for the Memorial Bench Policy and Guidelines.

ACTION: Steven Sturgess moved to approve a policy for Memorial Benches to be installed for a term of 25 years with a right of first refusal and a renewal cost of 50% of the current price at that time. Michelle Flamm seconded.

RESULT: Motion Passed: 8-0.

5. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

This report was included in the CLARB Packet.

Streambank Stabilization - The CLARB was interested in the gabion wall, and the geoweb wall and asked for more information on both.

B. Nature Sanctuary

This report was included in the CLARB Packet.

C. Parks and Recreation Projects

This report was included in the CLARB Packet.

D. Special Events

This Special Events List was included in the CLARB Packet and is also posted on the City's website.

6. MISCELLANEOUS ITEMS FROM THE BOARD

"*" Member Jessica Holtz wanted to make note that the wetlands project is not a completed restoration project as mentioned in the Newsletter. Brittanie Propes, Parks & Recreation Director, said that staff met with the USACE and are aware that this is not a complete project and is a work in progress.

Chair Adam Zink would like a Public Input section added to the agenda

Member Mary Kuehn said that Deep Roots KC will hold a two-day conference on February 11th and 12th in case staff would be interested in attending.

7. ADJOURN

ACTION: Michelle Flamm moved to adjourn the regular meeting at 8:00 p.m.
Jessica Holtz seconded.

RESULT: Motion Passed: 8-0.

The minutes for November 13, 2024, having been read and considered by the Community Land and Recreation Board, were approved on the 8th day of January, 2025.

Bonnie Buckmaster, Public Works Assistant

Approval date



1




2

Memorial Bench Program
 Updated Fee in 2024: \$5,500 for standard bench

Policy and Guidelines:

- Staff will determine locations for new benches
- Staff will determine style of benches (uniform DuMor benches will be the standard)
- New benches will have a set term
- New benches will have right of first refusal with an option to renew at a discounted rate
- Renewal rate will be set in the Schedule of Fees
 - Comparable communities offer 50%, 25%, or 0% discount
- Donors should leave multiple forms of contact information for term renewal. Staff shall attempt all forms of contact and keep spot open for at least 90 days at term renewal
- A zero-commitment waitlist shall be maintained



3



4

Veteran's Memorial



- Ribbon Cutting held on November 7th at 4pm
- Light fixtures will be installed next week
- Next steps: Install DAR Braille Flag and Benches
- Veterans Committee is raising funds for phase 2



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Farmers Market

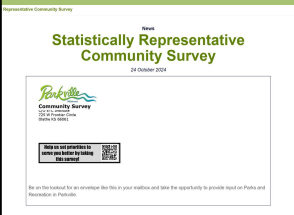
- Bid Opening held on October 23 at 9:30am
- Construction Contract will be on the November 19 BOA Agenda



Customer shopping at Farmers Market

6

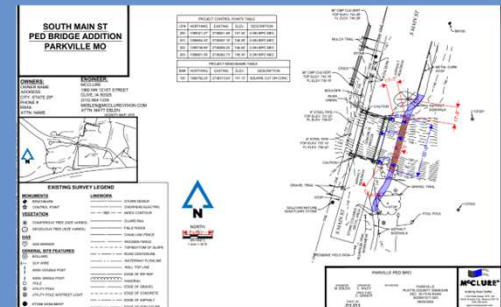
Master Plan



- Surveys have been distributed and are currently being collected
- Steering Committee Meeting will be scheduled after survey closes
- Public Input Meeting will be scheduled

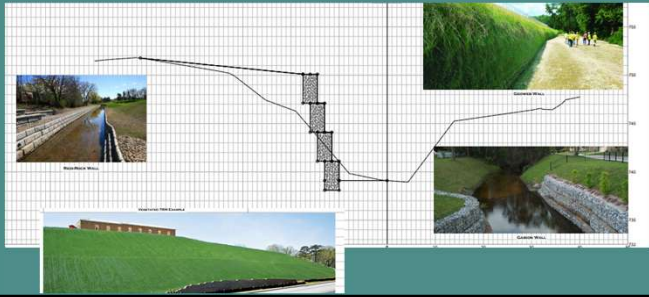
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PLP Bridge



8

Streambank Stabilization



9

Pumpkin Carving



10

Ghost Stories



11

Winter Events

- November 28: Turkey Trot
- November 30: Small Business Saturday (event in Pocket Park)
- December 6: Christmas on the River
- December 6: Kick-off the Holiday Wonder Walk
- January 4: Bodies Race Company 5K



Photo: Veterans Day 5K on November 9

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Monthly Activity Report



Reporting Date	November and December 2024
Project Report	Parks Maintenance Report
Meeting	January 8, 2025 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 December 2024:

- Christmas on the River – set up cones/barricades.
- English Landing Park and Downtown Lot Electrical connections checked
- Ballfields groomed and skinned areas prepped for winter.
- Christmas on the River – cone/ barricade removal and reorganized for 2025
- Trails groomed
- Farmer’s Market pre-construction meeting held.
- Snow event December 2nd
- Parks Superintendent, Tom Barnard, attended the KC Forestry Council meeting.
- PLP final fall mowing performed
- Brush Creek trail ongoing maintenance including trash/tire/debris removed
- Gateway Park – silt fence removed
- Parks Staff attended the Sports Field Turf Webinar
- 12 – trees planted in Sullivan Nature Sanctuary
- Rock/debris removed from Sullivan bank
- Dead deer removed from railroad tracks, east end of ELP.
- English Landing Park ditch line (swale) leaves removed to improve drainage to river
- ELP bathroom heaters on and adjusted
- Bathroom maintenance/ trash removed - ongoing
- Dog stations were stocked regularly.

The following Parks-related activities took place during November 2024:

- Leaf clean up inside Park Headquarters perimeter
- Leaf clean up pickleball courts
- Re-planted tree that interfered with boat ramp camera
- Playground mulch was added to play areas in ELP
- Fix it bike station pad prepped and formed for concrete pour
- Meeting with USACE planting team / ongoing maintenance
- Spirit Fountain maintenance performed / Veteran's dedication
- Dumpster bin area was cleaned out
- Dog Park fence repair performed - damage from deer
- 2015 1-ton dump truck – extensive repair work performed - Midway
- Fix it bike station concrete pour performed / work stand and pump mounted
- Winterization work initiated – blow outs completed in ELP
- Farmer's Market sink removed and stored for winter
- ELP bathroom heaters on and adjusted.
- Spirit Fountain pump removed, fountain area cleaned and winterized.
- Boat ramp brush removed
- Sullivan tree plantings initiated / 10 trees planted / Oak, Sycamore, Elms
- City Hall trees planted in green space by police garage
- Pocket Park Christmas tree erected
- 2015 pickup truck spreader valve broke and on order, awaiting completion
- Kick off meeting to discuss Alloe Streambank Stabilization, ready rock was determined by park staff to be the best solution for durability, aesthetics, ongoing and long term maintenance, in addition to factoring in reoccurring flooding and annual salt implications during winter.

Monthly Activity Report



Reporting Date	December 2024
Project Report	Parkville Nature Sanctuary Report
Meeting	January 8, 2025 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Brittanie Propes, Parks and Recreation Director

Summary

Staff:

- Wayne Frazier, Assistant Director Parkville Nature Sanctuary, attended the Kansas City Forestry Council meeting and registered to attend the Plan It Native Conference.

Trail Maintenance:

- Mulched trails
- Removed dangerous limbs
- Moved and repaired two memorial benches

FOPNS:

- Continued calendar sales for 2025
- Set up table on Saturday mornings at PNS for calendar sales
- Set up booth at Turkey Trot Packet Pickup

Volunteer Hours:

- Turkey Trot Packet Pickup
- Weekend Restroom check-ins
- Dog Patrol (to keep dogs out of PNS)
- Mulching Trails
- Assisting Wayne with moving and repairing Memorial Benches
- Trash clean-up

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
August	22	501
September	54.5	555.50
October	312	867.50
November	48	915.50
December	20	935.50

Monthly Activity Report



Reporting Date	December 2024
Project Report	Parks Capital Improvement Project Report
Meeting	January 8, 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
- Three work days have been held with Parks staff and ERDC
- ERDC and USACE are continuing maintenance and management of the pools and vegetation through Fall of 2025
- Staff is mowing a 2 foot easement on both sides of the trails through the Wetlands
- The first educational field trip at the Wetlands is scheduled for November 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
- Signage locations for interpretive signs and directional signs have been verified
- Waiting on final sign design
- *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 was held to review construction documents on August 20, 2024
- Staff reviewed construction documents of minor changes with BBN Architectures on September 9, 2024
- Details related to traffic control and stormwater run-off are being discussed with RIC to coordinate the adjacent streambank stabilization project
- October 2, 2024: Project put out to bid

- October 10, 2024: Pre-bid Meeting with potential contractors
- October 23, 2024: Bid opening – E. L. Crawford, from St. Joe, Missouri, was the low bidder.
- November 4, 2024: Staff conducted an interview with E. L. Crawford to discuss the project scope of work and their experience with similar projects. Staff checked their references. All references were good.
- November 19, 2024: Staff will be recommending to the Board of Aldermen that the City move forward with E. L. Crawford's construction contract.
- **E. L. Crawford is currently under contract and is mobilizing on site on Monday, January 6, 2024. E. L. Crawford will be providing an overall project schedule within the next (2) weeks. Shop drawing review is currently underway.**
- **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
- Staff has been treating and removing Johnson Grass
- Staff has been watering new plants 2-3 times per week
- Northland Erosion Control has hydroseeded and has been contracted to do watering
- A ribbon cutting is being coordinated with the Pinecrest neighbors tentatively this Fall
- 10/13/24: Tree fell over onto stairs. Staff has removed limbs from stairs. Urban Trees has been scheduled to remove remainder of tree.
- Tree has been removed.
- (2) new curvilinear benches should be delivered and installed by mid-February. They will be located either side of the existing lamp post.
- Staff will be installing bike rack and fix-it station by the end of January 2025 (weather permitting).
- The Pinecrest Neighborhood has scheduled a ribbon cutting for May 16, 2025.
- 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 September
- SWT Design is still collecting public input on the Social Pinpoint website.
- The Master Plan Survey was distributed to all households in Parkville
- **The Master Plan Survey responses were collected and met the quote to reach a statistically valid reading**
- **The Master Plan Steering Committee met December 10, 2024 with ETC Institute and SWT Design to review the survey results**
- **A Joint Work Session is scheduled for January 21, 2025 at 5:15pm with the CLARB and BOA to review the Survey Results. ETC Institute and SWT Design will present the survey findings.**
- *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
- Veterans Committee Meeting held on September 10, 2024 to discuss bench installation, landscaping/hardscaping, and signage.
- 10/10/24: By the Blade installed a perimeter sidewalk that will be used for viewing the future memorial monuments.
- The following work to be installed by the first week of November: flagpole spotlights, landscaping, pump control enclosure, project signage, and memorial benches.
- November 7, 2024: Ribbon cutting held.

- Additional work will be contracted out as future fundraising efforts allow. This work will include an enclosure for the existing pump controls, a Veteran's Memorial sign and a mounting surface for the braille flag that was donated by the DAR.
- The Veterans Committee is applying for a \$40,000 Platte County Outreach Grant for the purchase and installation of (6) military service branch monuments. The application deadline is January 17, 2025.
- 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
- McClure Engineering has been contracted to design the vehicular and pedestrian bridge
- Soil borings have been taken and are currently being analyzed by Kaw Valley Engineering for the foundations of the future pedestrian bridge
- McClure is currently putting together a design schedule. It is anticipated that this project will go out to bid after the first of the year
- Staff is working with McClure to determine exact location of the pedestrian bridge based on connectivity of the existing trails. Design work is continuing.
- Staff is meeting with McClure on Monday, January 6, 2025 to review 90% complete construction documents.
- It is anticipated that the project will go out to bid in mid-January 2025.
- 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.

**CITY OF PARKVILLE
Policy Report**

Date: January 3, 2025

Prepared By:

Reviewed By:

ISSUE:

Special Events

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

1. Parks and Recreation Events List 2025- January

Parkville Parks and Recreation 2025 Events

Event Name	Organization	Date	Type	Location
Time Travelers Marathon	Bodies Race Company	1/4/2025	Race	ELP
Couple Shuffle 5K	Bodies Race Company	2/16/2025	Race	ELP
Sporting KC Rec League	Sporting KC	3/10/2025	League	Friends Field
Soccer Shots Spring Season	Soccer Shots	4/2/2025	League	Friends Field
Path to Change 5K/Youth with Vision	Beacon Mental Health	4/12/2025	Race	ELP
Community Heros Storytime	MCPL	4/23/2025	Program	ELP
Parkville Brewfest	MSPA	4/26/2025	Festival	ELP
Parkville Farmers Market	Farmers Market Association	4/26/2025	Market	Downtown
Women on the Move 5K	AWLF (Womens Lawyers)	5/3/2025	Race	ELP
Northland Mothers Day 5K	Equal Start	5/10/2025	Race	ELP
Midwest Walk-Run-N-Roll	SRNA	5/17/2025	Race	ELP
Memorial Day Carnival	CID	5/23/2025	Festival	Downtown
DBN Fest	Lucas Mertz	5/31/2025	Concert	McKeon Stage
Jazz Festival	Banneker Foundation	6/7/2025	Concert	ELP
Rolling on the River Bike Ride	Parkville and Platte County	6/7/2025	Race	ELP
Hometown Half Marathon	Bodies Race Company	6/14/2025	Race	ELP
4th of July Parade	MSPA	7/4/2025	Parade	Downtown
Ronald MacDonald House 5K	RMHC	8/17/2025	Race	ELP
Parkville Days	MSPA	8/22/2025	Festival	Downtown
Pumpkin Carving	Parkville Parks and Rec	10/23/2025	Event	ELP
Strong Like Lisa 5K	Strong Like Lisa	10/25/2025	Race	ELP
Ghost Stories and Haunted Trail	Parkville Parks and Rec	10/25/2025	Event	Nature Sanctuary
Turkey Trot 5K	Turkey Trot	11/27/2025	Race	ELP
Christmas on the River	MSPA	12/5/2025	Festival	Downtown
Candy Cane Course 5K	Bodies Race Company	12/13/2025	Race	ELP