



**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*  
Bonnie Buckmaster, Public Works Assistant

1/8/2025  
Approval date