



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#25-02) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, April 9, 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 January 8, 2025, regular meeting

4. NON-ACTION AGENDA

- A. 1st Quarter Budget Presentation

5. ACTION AGENDA

- A. 2025 Election of Board Officers
- B. Reccomend an ordinance amending Ordinance No. 2939 Amending Parkville Municipal Code Section 140.350, adding Watkins Park as a reservable Shelter House.
- C. Approve New Special Event - Kansas City Out of the Darkness Walk

6. STAFF UPDATES ON ACTIVITIES

- A. Parks Maintenance Updates
 - 1. Parks Maintenance Updates
- B. Nature Sanctuary
 - 1. Nature Sanctuary
- C. Parks Project Updates
 - 1. Parks Capital Improvement Projects
- D. Special Events

Posted Date &
Time:

4/8/2025
12:30 p.m.

By: BB

1. Parks and Rec Special Events
2. Parks and Rec Programs

7. MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN



COMMUNITY LAND AND RECREATION BOARD
Regular Meeting (#25-01)
MINUTES
CITY OF PARKVILLE, MISSOURI
Wednesday, January 8, 2025 6:00 PM
City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:01 PM on January 8, 2025.

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

Members present were:

Adam Zink
Dana Laiben - via zoom
Nate Askren
Mary Jane Kuehn
Jessica Holtz
Linda Arnold - via zoom - Joined after 3A
Phil Wassmer (Liaison)

Absent with prior notice were:

Michelle Flamm
Steven Sturgess
Amanda Blackwood

A quorum of the Board was present.

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

2. CITIZEN INPUT

3. CONSENT AGENDA

A. Approve the minutes for the November 13, 2025, regular meeting

ACTION: Jessica Holtz moved to approve the November 13, 2025 Regular Meeting Minutes. Mary Jane Kuehn seconded.

RESULT: Motion Passed: 5-0.

4. STAFF UPDATES ON ACTIVITIES

Linda Arnold joined the meeting via zoom at 6:05 p.m.

The updates were included in the CLARB Packet and attached to the Minutes.

A. Parks Maintenance

The updates were included in the CLARB Packet.

B. Nature Sanctuary

The updates were included in the CLARB Packet and attached to the Minutes.

C. Parks Project Updates

The updates were included in the CLARB Packet and included in the Minutes.

Streambank Stabilization - Member Kuehn recommended that staff ask MDC for landscaping plans when the time comes. More to come on this project.

D. Special Events

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

5. MISCELLANEOUS ITEMS FROM THE BOARD

6. ADJOURN

ACTION: Jessica Holtz moved to adjourn the regular meeting at 6:35p.m. Mary Jane Kuehn seconded.

RESULT: Motion Passed: 6-0.

The minutes for January 8, 2025, having been read and considered by the Community Land and Recreation Board, were approved on the 12th day of February, 2025.

Bonnie Buckmaster, Public Works Department

Approval date



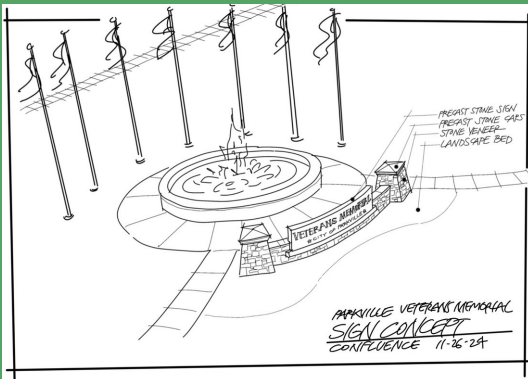
PARKS & REC UPDATES

January Meeting



DEPARTMENT UPDATES

Veteran's Memorial



- Benches are anticipated to arrive late January
- Veterans Committee is raising funds for phase 2
- Veterans Committee and City Staff are preparing a grant application for the Platte County Outreach Grant
- Grant Applications are due January 17th
- The Platte County Parks and Recreation Board will review grants on February 25th

Farmers Market

- Construction Contract with E.L. Crawford was approved November 19, 2024
- Shop drawings have are currently being submitted and reviewed by City Staff and BBN Architecture
- E.L. Crawford planned to mobilize on Monday, January 6 but was delayed due to snow event
- Expect to see crews mobilizing once weather allows
- Overall project schedule should be finalized later this month
- Bi-weekly meetings will be held with City Staff, BBN Architecture, and E.L. Crawford



Rendering of new Parkville Farmers Market

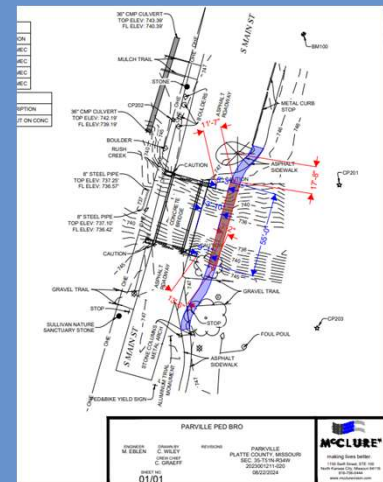
Master Plan



- The Master Plan Survey responses were collected and compiled by ETC Institute
- The Master Plan Steering Committee met with ETC Institute and SWT Design to review the survey results
- A Joint Work Session with CLARB and BOA to review the survey results is being rescheduled due to weather. ETC Institute and SWT Design will present the survey findings.

PLP Bridge

- Met with City Staff and McClure do the final review of Construction Documents and to discuss traffic control plan
- Currently creating a schedule to put the project out to bid



Streambank Stabilization



- Reviewed design concepts with Renaissance Infrastructure Consultants (RIC) and City Staff. Based on conceptual designs and cost estimates, we plan to proceed with Gabion Wall Design.

Other Updates

- Gateway Park Ribbon Cutting with the Pinecrest Residents, May 16th
- Dog Drinking Bowls were installed at Barkville
- Bike Fix-It Station was installed at English Landing Park
- Adopted Updated Landscape Design Standards in the Parkville Development Code
- Re-certifying the 5k/10k course at English Landing Park
- Building a new entry sign kiosk for English Landing Park
- Evergy removed power lines and topped off poles at Parkville Nature Sanctuary
- Working with FOPNS and Park University on signage at Parkville Nature Sanctuary
- Winter Wonder Walk at English Landing Park has ended; building a committee for 2025

Staff Updates

- Tom Barnard and Wayne Frazier attended the Heartland Forestry Conference
- All parks maintenance staff attended the Sports Field Maintenance Training Program
- Chris Ashley and Bonnie Buckmaster attended the APWA Contracts Work Flow and Management training
- Tom Barnard and Travis Phelan are attending Kansas Arborists Association Tree Conference in January, where they will be recognized for passing their certified arborist course
- All parks maintenance staff are competing in the Missouri Parks and Recreation Association Maintenance rodeo
- Wayne Frazier will attend the Plan It Native conference in February
- Brittanie Propes will attend the Missouri Parks and Recreation Association Conference in February
- Currently interviewing for the Parks and Recreation Program Manager position

Upcoming Events

- February 16: Couple Shuffle 5K
- March 1: 2025 Calendar Opens for Park Reservations
- March 10: Sporting KC Soccer Season Begins
- April 2: Soccer Shots Spring Season Begins
- April 12: Path to Change 5K
- April 23: Community Heroes Storytime with MCPL
- April 26: Parkville Brewfest



Photo: Time Travelers 5K/10K/Half Marathon
January 4th

**CITY OF PARKVILLE
Policy Report**

Date: February 7, 2025

Prepared By:
Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:
2025 Election of Board Officers

BACKGROUND:

Pursuant to Parkville Municipal Code Chapter 150, the Community Land and Recreation Board (CLARB) acts in an advisory capacity to study trees and shrubs along streets and in other public areas; review matters of park planning or other issues brought before the Board of Aldermen; and make recommendations regarding public neighborhood beautification project requests, event approvals occurring on community public right-of-way and park land, and procedures for carrying out such events. It consists of nine members who serve staggered, three-year terms.

According to the Community Land and Recreation Board Bylaws and Procedures adopted on October 12, 2005, the officers of the Community Land and Recreation Board shall consist of a Chairman, Vice Chairman, and Secretary. The Community Land and Recreation Board shall annually elect these officers from its citizen members. Nominations shall be made from the floor, and the person receiving a majority vote of the total Board membership shall be declared elected. Officers shall serve until their successor is elected. No member may serve as Chairman for more than three consecutive elected one-year terms.

The Board members that currently hold the elected positions are Adam Zink as Chairman, Steven Sturgess as Vice Chairman, and Linda Arnold as Secretary

BUDGET IMPACT:

As this is an administrative item, there is no budget impact.

ALTERNATIVES:

1. Hold elections for the Chairman, Vice Chairman, and Secretary positions.
2. Postpone the elections.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board hold 2025 Board elections.

POLICY:

City Ordinance No. 2179 §1, 2-15-2005 states that the Community Land and Recreation Board shall choose its own officers.

SUGGESTED MOTION:

1. I move to nominate _____ as Community Land and Recreation Board Chairman.
2. I move to nominate _____ as Community Land and Recreation Board Vice Chairman.
3. I move to nominate _____ as Community Land and Recreation Board Secretary.

ATTACHMENTS:

None

**CITY OF PARKVILLE
Policy Report**

Date: February 10, 2025

Prepared By:
Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Recommen an ordinance amending Ordinance No. 2939 Amending Parkville Municipal Code Section 140.350, adding Watkins Park as a reservable Shelter House.

BACKGROUND:

In 2022, significant improvements were made to Watkins Park, including the construction of a new shelter house. Since its completion, the shelter has been available on a first-come, first-served basis. However, staff has received multiple requests from community members seeking to reserve the facility for private gatherings, such as birthday parties, family reunions, and other special events.

Due to this shelter not being included in rental process, many potential users have opted to hold their events elsewhere to ensure they have a guaranteed space. To better accommodate community needs and increase utilization of the shelter house, this ordinance amendment proposes adding Watkins Park to the list of reservable shelter houses. The proposed change would align Watkins Park with existing reservation policies and fees outlined in the Schedule of Fees.

By implementing this change, the City can provide a better experience for residents while ensuring fair and organized access to the shelter house. Staff recommends approval of this amendment to enhance park accessibility and responsiveness to community requests.

BUDGET IMPACT:

There is no budget impact.

ALTERNATIVES:

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

STAFF RECOMMENDATION:

Staff recommends adopting an ordinance allowing Watkins Park Shelter House to be reserved in accordance with the Schedule of Fees.

POLICY:

City Code Section 150.050 states that it shall be the responsibility of the Community Land and Recreation Board to act in an advisory capacity for the Parks and Recreation Department to study, investigate, counsel, develop or update annually and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs along streets and in other public areas. The Board of Aldermen may refer issues to the Community Land and Recreation Board for further discussion.

SUGGESTED MOTION:

I move to approve an ordinance amending Ordinance No. 2939 amending Parkville Municipal Code Section 140.350, Subsection B, adding the Watkins Park Shelter House to the allow reservations per the Schedule of Fees.

ATTACHMENTS:

None

**CITY OF PARKVILLE
Policy Report**

Date: February 10, 2025

Prepared By:
Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Approve New Special Event - Kansas City Out of the Darkness Walk

BACKGROUND:

According to the Special Event Guidelines, any new event expecting more than 500 attendees is classified as a Tier 2 event, requiring approval from the Community Land and Recreation Board.

Over the past several months, I have worked closely with Madison Ross, the organizer of *The Kansas City Out of the Darkness Walk*, through on-site meetings and email correspondence to ensure a safe and well-organized event. As a new event, the organizer has requested the use of Ball Field #1 to accommodate additional parking. In coordination with Chief Chrisman, we have outlined the necessary security measures to support the event.

The walk will utilize the McKeon Stage area (including access to electricity), as well as two additional shelter houses (East Shelter and West Shelter). Ball Field #1 will be reserved for parking. As specified in the application, no alcohol will be served at the event.

Attached is the completed event application. This community fundraiser supports the American Foundation for Suicide Prevention (AFSP), welcoming participants of all ages to walk or run in support of suicide prevention efforts.

Given the anticipated attendance and scope of the event, it qualifies as a Tier 2 event and, as a new event in The City of Parkville, requires approval from the Community Land and Recreation Board.

BUDGET IMPACT:

There is no budget impact associated with this item.

ALTERNATIVES:

- **Approve** the special event permit for *The Kansas City Out of the Darkness Walk* as presented.
- **Request modifications or provide feedback** on the special event permit application for further consideration.
- **Postpone the decision** on the special event permit to a later date pending additional information or discussion.

STAFF RECOMMENDATION:

Staff recommends approval of the event permit for the Greater Kansas City Out Of The Darkness Walk.

POLICY:

Per Parkville Municipal Code Chapter 150, CLARB acts in an advisory capacity to the Board of Aldermen. Its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to approve the special event permit for the Greater Kansas City Out Of The Darkness Walk.

ATTACHMENTS:

1. 2025 Walk Event Application (1)
2. Shelter House Reservation Out of the Darkness Walk



CITY OF PARKVILLE
 8880 Clark Avenue
 Parkville, MO 64152

Date Submitted _____
 Application # _____
 Date Approved _____
 Permit # _____

NEW SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. Please refer to the **Application Information** and corresponding sections in the **Event Rules and Conditions** to answer most questions. Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

1. EVENT INFORMATION:

Event Name: Greater Kansas City Out of the Darkness Walk
 Event Location: Parkville Landing Event Tier: Tier 2
 Detailed event description (additional room on next page or sheet may be attached): English Community Fundraiser for the American Found. for Suicide Prevention (AFSP)
 Estimated attendance: 2,500
 Event Date(s) and Times: Sat. October 4th, 2025 9:00 AM - 12:00 PM
 Set up date/time: 6:00 AM 10/4/25 Cleanup finished date/time: 2:00 PM 10/4/25

2. APPLICANT / CONTACT INFORMATION:

<p>Applicant(s)</p> <p>Name: <u>Madison Ross</u></p> <p>Organization: <u>AFSP Greater Kansas</u></p> <p>Address: <u>PO Box 24</u></p> <p>City, State, Zip: <u>Smithville, MO 64089</u></p> <p>Phone: <u>816-516-5066</u> Fax: _____</p> <p>Emergency #: <u>816-896-1256</u></p> <p>E-mail: <u>mross@afsp.org</u></p> <p>Alternative Contact</p> <p>Name: <u>Holly Wohlers</u></p> <p>Phone: <u>816-674-6712</u></p>	<p>Property Owner(s), if not applicant or City</p> <p>Name: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>Emergency #: _____</p> <p>E-mail: _____</p> <p>Alternative Contact</p> <p>Name: _____</p> <p>Phone: _____</p>
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Detailed event description continued (Attach additional sheet if necessary): Event will consist of a 5K walk, vendor booths, a band, registration, & raffle / silent auction.

3. EVENT TYPE:

- Run Walk Parade/March Bike Race/Tour Street Fair Concert Film Carnival Other:

4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to also have a shelter reservation with your event? Yes: No:

If Yes: Attach a Shelter Reservation Permit. **Note: You must fill out this application to receive the free shelter and add additional shelters to your event. A 5K/10K receives the McKeon Stage instead of a shelter. Shelters for a 5K/10K are an additional expense.**

Do you want to have a Performance Stage for your event? McKeon Stage: River Stage:

Do you want to also have a ball field reservation with your event? Yes: No:

If Yes: Attach a Ball Field Reservation Permit

5. SITE PLAN

Where do you plan to have your event? City Park: Other Public Property:

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document.

Explain Your Site Plan (Attach additional sheet if necessary):

Site Map to follow / be attached

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: No:

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary):

Do you request the use of Ball Field 1 for Parking? Yes: No:

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary):

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary):

Email series will go out to registered participants & past participants. Social Media announcements on chapter pages will follow

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary):

We plan to hire an off duty police officer to be stationed at registration.

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

Porta-potties to be stationed through event site. See site map for details.

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): _____

Volunteer teams will clean event site & take out all trash

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

First aid kit will be located at registration. All to be utilized for all emergencies.

13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a utility connection/s at your event? Yes: ___ No: X

If Yes: How Many Electric Pedestals? X

If Yes: How Many Distribution Panels? X (2 maximum)

If Yes: How Many Water Hookups? X (5 maximum)

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: ___ No: X

If Yes: Explain (Attach additional sheet if necessary): _____

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: X

If Yes: Please Explain (Attach additional sheet if necessary): _____

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: ___ No: X

If Yes: Attach a Sign Permit Application

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ___ No: X (If Yes, see the Alcohol Guidelines)

Are you having amplified music?..... Yes: X No: ___ (If Yes, complete question 18 on pg. 13)

Do you plan to have fireworks?..... Yes: ___ No: X (If Yes, complete question 19 on pg. 14)

Will you have food/sales vendors?..... Yes: ___ No: X (If Yes, complete question 20 on pg. 15-16)

18. AMPLIFIED SOUND / PERFORMANCE LIST

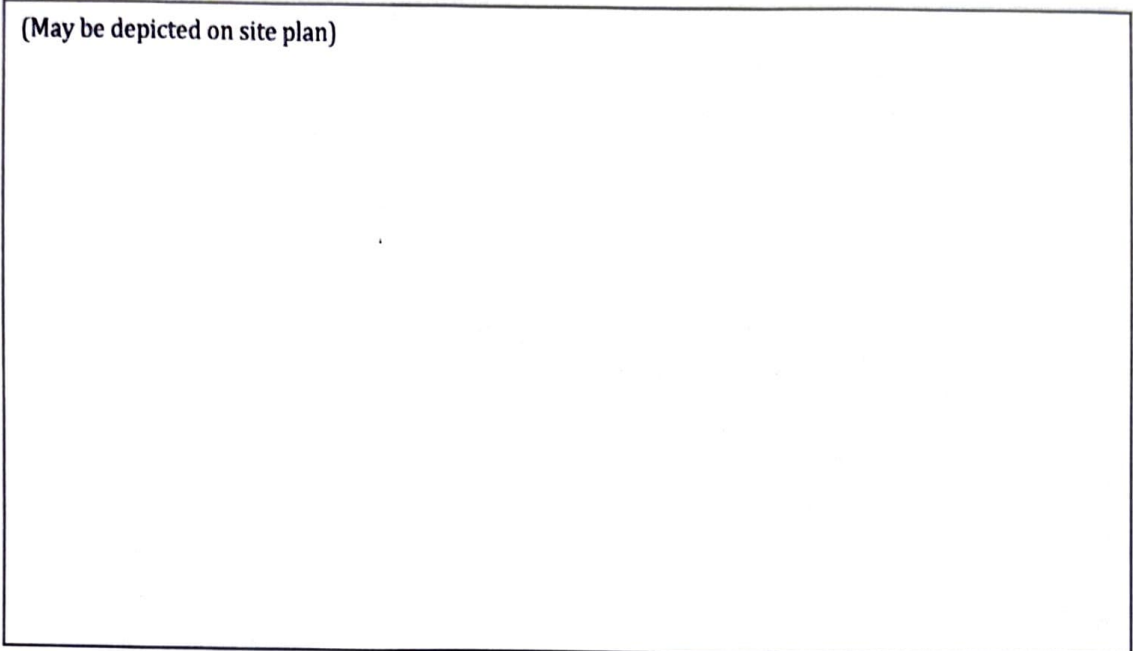
If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. Sean McDOWN Band, pop/COVERS, live 9am-12pm
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

VENDOR MAP

Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)



LEGAL

- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by city staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

I have read and understand the Event Rules and Conditions and Application Information Guide. I will abide by these terms and fees associated with my event.

Madison Ross Event coordinator

1-14-2025 Date

CHECK LIST

Required Items

\$25 Special Event Application Fee. Applies toward event fee.
\$300 Park Event Fee/\$50 Public Space Event Fee/\$25 Private Space Event Fee/Parade Fee
Completed Event Information, Application Contact Information, Event Type Sections.
Completed Site Plan Section.
Completed Parking Plan Section.
Completed Public Information and Cancellation Notice Sections.
Completed Security Plan.
Completed Restroom and Clean-Up Plan.
Completed First Aid Plan.

Optional Park Event Items

Completed <u>Shelter Reservation Application</u> for included park shelter.
\$25/\$35 <u>Shelter Reservation Application</u> and for additional non-peak time park shelters.
\$50/\$60 <u>Shelter Reservation Application</u> and for additional peak time park shelters.
\$100/\$125 McKeon of River Stage Fee.
\$20 per hour per court <u>Sports Field Reservation Application</u> and Fee.

Additional Items (If Needed)

\$10 Per Electric Pedestal/ \$10 Per Water Hookup/ \$25 Per Distribution Panel
Completed Roadway Closure Section.
City Staff Request \$30.00/hour per staff member.
\$10 <u>Temporary Sign Application</u> and Fee.
\$15 Temporary Caterer's Permit. Please read <u>the requirements</u> for having alcohol at an event.
Completed Performance Section.
Completed Fireworks Section.
Completed Vendor Section.

Due 7 Days before the Event

Additional Fees and other Requested Information.
Deposit Payment.
Proof of Insurance. See the <u>Event Rules and Conditions</u> for more Info.
Proof of Additional Insurance (Vendor, Fireworks, Animal, Ride, etc).

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers

Parkville City Administration 816-741-7676	Missouri Liquor Control 573-526-2769
Parkville Police Department 816-741-4454	Platte County Health Department 816-587-5998
Southern Platte Fire Protection District 816-741-2900	

****CITY USE ONLY****

REQUIRED APPROVALS, IF APPLICABLE:

- Parks Superintendent**
(tier 1 or repeat tier 2 event approval) Δ Approved Date: _____ Conditions: _____

- CLARB** (new tier 2 or 3 event approval): Δ Approved Date: _____ Conditions: _____

- Board of Aldermen** (alcohol/other) Δ Approved Date: _____ Conditions: _____

- Police Chief** (closures/public safety/alcohol): Δ Approved Date: _____ Conditions: _____

- Public Works** (closures/trash/restrooms/utilities): Δ Approved Date: _____ Conditions: _____

- Community Development** (zoning/sign permit): Δ Approved Date: _____ Conditions: _____

- Building Official** (electrical/codes): Δ Approved Date: _____ Conditions: _____

- Fire Marshal** (fire code/public safety): Δ Approved Date: _____ Conditions: _____

- Health Department** (food/beverage service): Δ Approved Date: _____ Conditions: _____

- City Clerk** (alcohol license/business license): Δ Approved Date: _____ Conditions: _____

- State of Missouri** (alcohol license): Δ Approved Date: _____ Conditions: _____

- Accounts Receivable** (licenses/ taxes/fees): Δ Approved Date: _____ Conditions: _____

- Other** (_____): Δ Approved Date: _____ Conditions: _____



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0018

Shelter Reservation Permit – English Landing Park & Platte Landing Park

8701 McAfee, Parkville, MO 64152

Reservations accepted starting March 1; shelters available April 1 through October 31

*Applicant Name: Madison Ross *Group Name/Function: AFSP OOTD Walk **Required fields*

*Day of Week: SU M T W TH F *Group Size: 2500 *Event Date: 10/04/25
75 OR LESS @EAST/WEST/FRIENDS; 35 OR LESS @RIVER

(Weddings, events, amplified sound, stage/patio and shelter reservations of 75 or more are considered special events and require additional review. Visit <http://parkvillemo.gov/guidelines-events-parkville/> for more information.)

FEEES (PER TIME SLOT, PER SHELTER/GREENSPACE)

Resident: \$25 Non-Resident: \$35 **Self-Contained BBQ: \$30

English Landing Park Shelters: *East*: next to playground; *West*: closest to entrance; *River*: on the river

Platte Landing Park Shelter: *Friends of Parkville Parks* (listed as *Friends* below): next to Grigsby Field

Map

<u>*Reservation Period</u>	<u>*Shelter Reserved</u>				<u>Fee</u>
<input type="checkbox"/> 7:30 AM to 10:30 AM	<input type="checkbox"/> RIVER	<input checked="" type="checkbox"/> WEST	<input checked="" type="checkbox"/> EAST	<input type="checkbox"/> FRIENDS	<input type="checkbox"/> GREENSPACE # _____ \$ <u>35</u>
<input type="checkbox"/> 11 AM to 2 PM	<input type="checkbox"/> RIVER	<input checked="" type="checkbox"/> WEST	<input checked="" type="checkbox"/> EAST	<input type="checkbox"/> FRIENDS	<input type="checkbox"/> GREENSPACE # _____ \$ <u>35</u>
<input type="checkbox"/> 2:30 PM to 5:30 PM	<input type="checkbox"/> RIVER	<input type="checkbox"/> WEST	<input type="checkbox"/> EAST	<input type="checkbox"/> FRIENDS	<input type="checkbox"/> GREENSPACE # _____ \$ _____
<input type="checkbox"/> 6 PM to 9 PM	<input type="checkbox"/> RIVER	<input type="checkbox"/> WEST	<input type="checkbox"/> EAST	<input type="checkbox"/> FRIENDS	<input type="checkbox"/> GREENSPACE # _____ \$ _____
<input type="checkbox"/> **Self-Contained BBQ Cooker (only allowed at East and West shelters)					\$ _____
					Total \$ <u>140</u>

River: No vehicle access; no personal grills allowed Water available at all shelters except Friends Electricity at all shelters

CONTACT INFORMATION:

*Contact Person: Madison Ross *Signature: Madison Ross

*Address/City/State/Zip: PO Box 24, Smithville, MO 64089

*Daytime Phone: 816-516-5060 E-mail: mross@afsp.org

AFFIDAVIT OF LIQUOR CONSUMPTION: (Complete only if you plan to consumer liquor in the parks)

The undersigned requests permission for the above group to consumer liquor in English Landing Park/Platte Landing Park on the day and between the hours shown above. (If the undersigned is not contact person named above, please print name, address and phone number on the back of sheet.)

TERMS & CONDITIONS:

TO PERMIT HOLDERS: This is your permit to use the facility/facilities that you have reserved. Keep this permit with you to present upon request. If someone is occupying the space you reserved, present this permit and ask that they vacate the area. If they refuse to leave, contact Parkville Police at (816) 741-4454 or (816) 858-3521 to have an officer dispatched. **NO REFUNDS** will be issued if you change your mind, inclement weather, or other acts of nature. Refunds are only issued if the City closes the park. **NO PARKING** around shelters, on grass or on BBQ pad sites. Law strictly enforced – \$75.00 MINIMUM FINE. Public parking is located at the entrance to English Landing Park; only handicap parking is available inside park. You must clean up the area inside and around your reserved shelter before leaving, including throwing away trash and cleaning picnic tables. Be sure to leave the area in good condition for the next user.

FOR CITY USE ONLY:

Amount Paid: \$ _____ Cash _____ Check # _____ Credit Card _____ Date: _____ Received by: _____

Filed Original Copy to Requestor Copy for Parks Copy for Police Copy with Receipt

Monthly Activity Report



Reporting Date	January 2025
Project Report	Parks Maintenance Report
Meeting	February 12, 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 January 2025:

Severe Weather Response:

- Managed a major ice/snow event with 10-12" of snow accumulation.
- Parks staff completed snow plowing for streets, along with ice treatment and removal.
- Dog Park was temporarily closed due to hazardous snow and ice conditions.
- Cleared and shoveled the Dog Park entrance, allowing it to reopen.

Maintenance & Repairs:

- Performed truck maintenance, repairs, and cleaning.
- Barricade rebuilds – ongoing.
- ELP bathroom heaters functioning effectively, even in single-digit temperatures, thanks to recent upgrades.

Park & Facility Upkeep:

- Removed graffiti from the ELP bathroom.
- Ongoing dormant seeding efforts throughout the parks.
- Continued clearing of the Riverfront Trail and removal of invasive species behind the petroleum tank farm.
- Daily and ongoing maintenance, including:
 - Bathroom cleaning and upkeep.
 - Dog waste stations checked and restocked.
 - Trash removal.

Projects & Installations:

- Received DuMor bench delivery for installation at Veterans Memorial.

- Initiated Farmers Market construction; fencing installed and work began.

Seasonal Cleanup:

- Removed Christmas decorations from the park and River Shelter House.
- Worked with MSPA to remove the Santa House from Main Street

Tree & Landscape Management:

- Removed a large fallen tree over the PNS trail.

Professional Development & Engagement:

- Travis & Tom attended the Kansas Arborist Association banquet in Manhattan, KS.
- Parks Staff attended and competed in the Missouri Parks and Recreation Association Maintenance Rodeo in Sedalia, MO.

Monthly Activity Report



Reporting Date	March 2025
Project Report	Parks Maintenance Report
Meeting	April 9, 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 January 2025:

Parks Maintenance & Improvements

- Rush Creek bank prepped for seeding.
- Big Dog Park closed for spring seeding.
- The Gaga Ball area was graded and material added for an Eagle Scout project.
- Eagle Scout project completed: Gaga Ball pit installation finalized.
- Grigsby Field: Old valve located and removed.
- New youth soccer goals assembled and installed in green space.
- Eastern Pine removed from Farmer's Market bank and relocated.
- Honeysuckle removed along the Riverfront Trail.
- Ornamental grasses trimmed back.
- Bike Fix-It Station installed at Gateway Park.
- Spirit Fountain:
 - Pit cleaned.
 - Pump installed.
 - Filled and blue dye added for Royals home opener.

Graffiti Removal

- A-truss Bridge graffiti removed.
- Basketball court graffiti removed.
- Graffiti removed from trash dumpster pickets.

Seasonal Operations

- Salt spreaders and blades removed from trucks; vehicles cleaned and prepped for summer use.
- Christmas lights removed from River Shelter roof.
- Planting Pansy Day on Main Street: Bollard dirt replaced for new flowers.

Facility Maintenance

- EZ-Go vehicle repairs and maintenance completed.
- Restroom air fresheners and batteries replaced.

Tree Work & Storm Response

- Brush Creek: Fallen tree removed.
- March 5th: Blizzard conditions (wind and snow).

Community & Volunteer Projects

- "By the Blade" Landscape Makeover: Community service work performed by the company.
- PNS Boardwalk Rebuild: Park crew assisted with forming and pouring concrete footers (2.5 days).

Monthly Activity Report



Reporting Date	January 2025
Project Report	Parkville Nature Sanctuary Report
Meeting	February 12, 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 Plan In Native Conference February 11 and February 12.

Trail and Regular Maintenance:

- Repaired boardwalk boards that had wood rot
- Removed large tree that fell across White Tail Trail
- Regularly emptied trash cans, refilled trail maps, and completed quality inspections
- Christmas Tree Drop Off Collection and Delivery to Riss Lake
- Emptied Blue Bird Boxes and recorded findings
- Met with Capital Electric for Power Line Topping/Line Removal

FOPNS:

- Presented annual Photo Contest award winners at the Board of Aldermen meeting on Tuesday, February 4th.
- Planning to spend funding on new entryway sign at Parkville Nature Sanctuary
 - Staff is currently working on design estimates

Volunteer Hours:

- Assisted with snow removal at PNS
- Christmas Tree Drop Off Collection and Delivery to Riss Lake

Parkville Nature Sanctuary Volunteer Hours

2024 total was 935.50 volunteer hours

Month	Hours	Total Hours YTD
January	3.5	3.5

Monthly Activity Report



Reporting Date	March 2025
Project Report	Parkville Nature Sanctuary Report
Meeting	April 9, 2025 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Brittanie Propes, Parks and Recreation Director

Summary

Trail and Regular Maintenance:

- Removed and replaced old boards and stairs on the boardwalk.
- Routinely refilled trail maps and checked on trail conditions, the scout cabin, and the parking lot.
- Regularly emptied trash cans, restocked trail maps, and conducted quality inspections throughout the park.

Volunteer Hours:

- A significant number of volunteer hours have been dedicated to the boardwalk restoration.
- Led by Wayne Frazier, volunteers removed old boards, transported over 3,000 pounds of Quikrete to the site, and began installing new boards. This impressive effort reflects the dedication and hard work of a small but committed group of volunteers.
- Volunteers also assisted with trash collection and general trail maintenance.

Parkville Nature Sanctuary Volunteer Hours

Month	Hours	Total Hours YTD
January	3.5	3.5
February	23	26.5
March	88	114.50

Monthly Activity Report



Reporting Date	January 2025
Project Report	Parks Capital Improvement Project Report
Meeting	February 12, 2025 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.
- E. L. Crawford has mobilized on site. Excavation and concrete pouring for the (18) column footings should be completed by 2/10/25. A weather delay of as much as 3-5 working days, starting on 2/12/25, is anticipated.
- E. L. Crawford will update staff on the project schedule at our first bi-weekly construction meeting on 2/12/25.
- 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 the end of February 2025. 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 February 2025 (weather permitting).
- The Pinecrest Neighborhood has scheduled a ribbon cutting for May 16, 2025.
- Staff is getting quotes for a project sign.
- *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 quota to reach a statistically valid reading
- The Master Plan Steering Committee met 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.
- **The Joint Work session was re-scheduled due to weather. The new date of the joint CLARB and BOA work Session is February 18, 2025 at 5:45pm.**
- *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.
- Staff is currently soliciting quotes for (2) granite kiosks, one recognizing project donors and the other recognizing service members.
- Staff will be installing (3) memorial benches when the weather permits.
- 2/25/25: Staff will assist in a presentation of our Outreach Grant proposal to Platte County Officials. Supporters are encouraged to attend – time TBD.
- 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.
- Staff is currently reviewing the final construction documents. It is anticipated that this project will go out to bid on the week of 2/24/25.
- STATUS – IN PROGRESS

10. **White Branch Creek Bank Stabilization Grant Application**

- February 1, 2024: Staff met on site to discuss existing bank erosion and scope of remediation work. Grant application deadline is March 29, 2024.
- Staff has reached out to Platte County to discuss our proposed scope of work prior to submission of our grant application.
- Staff will be reaching out to one of our on-call Engineers for a fee proposal to design the stabilization work.
- March 6, 2024: Staff received fee proposals from GBA, OWN and VSM.

- March 7, 2024: Staff submitted a draft of the Grant application (for design work) to the Finance Committee for approval.
- March 28, 2024: Staff submitted the grant application. It is anticipated that we will know their decision by mid-May of this year.
- Staff is finalizing contract with Renaissance Infrastructure Consulting (RIC)
- RIC is working on the Streambank Stabilization design while also coordinating with BBN Architects to ensure the adjacent projects work congruently
- Soil borings have been taken and are currently being analyzed by Kaw Valley Engineering.
- RIC is currently working on the design.
- November 7, 2024: RIC presented several design alternatives to Staff. Staff is currently reviewing these along with their associated cost estimates.
- City Staff is currently putting together the final bid documents for the Gabion design. It is anticipated that this project will go out to bid on the week of 2/17/24.
- STATUS – IN PROGRESS

11. Sullivan Nature Sanctuary Lookout Platform Renovation

- Staff is getting quotes for new guardrail and decking replacement.
- It is anticipated that this work would be completed by the end of May 2024.
- Work was completed in June 2024
- STATUS – COMPLETE

12. Train Depot Drainage Control

- Staff solicited quotes for a drainage swale around the north and east sides of the building. Downing Construction was awarded the contract
- Staff is waiting for a project schedule from the contractor.
- November 5, 2024: Contractor finished work.
- STATUS – COMPLETE

Monthly Activity Report



Reporting Date	March 2025
Project Report	Parks Capital Improvement Project Report
Meeting	April 9, 2025 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

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 aquatic 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
- ERDC and USACE are returning in late April or early May to discuss aquatic vegetation and invasive species control
- 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 or 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.
- E. L. Crawford has mobilized on site. Excavation and concrete pouring for the (18) column footings should be completed by 2/10/25. A weather delay of as much as 3-5 working days, starting on 2/12/25, is anticipated.
- E. L. Crawford will update staff on the project schedule at our first bi-weekly construction meeting on 2/12/25.
- Contractor has completed the following work: Column footings & CMU backup, demolition of the existing asphalt parking lot around the new structure, installation of the concrete "floor" underneath the new structure.
- It is anticipated that the wood trusses will arrive on site in the first week of May. Installation will begin immediately thereafter. The stone on the columns will also begin in early May.
- It is anticipated that the project will be completed by the end of May 2025.
- 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 the end of February 2025. 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 February 2025 (weather permitting).
- The Pinecrest Neighborhood has scheduled a ribbon cutting for May 16, 2025.
- Staff is getting quotes for a project sign.
- The bike fix-it stations and racks have been installed along the 9 HWY trail.
- The new curvilinear benches have arrived and have been assembled. They will be installed the week of April 6, 2025.
- A project sign has been ordered. Installation is anticipated around the second week of May 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 quota to reach a statistically valid reading
- The Master Plan Steering Committee met 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.
- The Joint Work session was re-scheduled due to weather. The new date of the joint CLARB and BOA work Session is February 18, 2025 at 5:45pm.
- Joint Work Session was held on February 18, 2025 with the CLARB and BOA to review survey results.
- Community Meeting #2 was held on March 19, 2025 at YMCA to review key data insights and help shape focus area recommendations for the Parks & Recreation Department.
- Community Engagement will occur on April 26th at the opening day of the Farmers Market and Parkville Microbrew fest. SWT Design and Staff will promote the next Public Meeting and share QR codes for the Social Pinpoint website. This event is to keep the community involved in the process and promote the next public meeting
- A Steering Committee meeting will be scheduled for the end of April to review the draft plan.
- Next Community Input meeting with CLARB and BOA is scheduled for May 6, 2025 to review the draft plan.
- Final Master Plan Presentation to CLARB and BOA is scheduled for June 17, 2025
- *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.
- 2/25/25: Staff will assist in a presentation of our Outreach Grant proposal to Platte County Officials. Supporters are encouraged to attend – time TBD.
- Staff was awarded a \$40,000 Outreach Grant from Platte County for the Arm Services Memorials.
- Staff has solicited quotes for (2) granite kiosks, one recognizing project donors and the other recognizing service members.
- Staff will be installing (3) memorial benches when the weather permits.
- City Staff is waiting for direction from the Veteran's Committee on which remaining portion of the project to construct next (based on available funding).
- **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.
- Staff is currently reviewing the final construction documents. It is anticipated that this project will go out to bid on the week of 2/24/25.
- **It is anticipated that this project will go out to bid the week of April 6, 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.
- March 6, 2024: Staff received fee proposals from GBA, OWN and VSM.
- March 7, 2034: Staff submitted a draft of the Grant application (for design work) to the Finance Committee for approval.
- March 28, 2024: Staff submitted the grant application. It is anticipated that we will know their decision by mid-May of this year.
- Staff is finalizing contract with Renaissance Infrastructure Consulting (RIC)
- RIC is working on the Streambank Stabilization design while also coordinating with BBN Architects to ensure the adjacent projects work congruently
- Soil borings have been taken and are currently being analyzed by Kaw Valley Engineering.
- RIC is currently working on the design.
- November 7, 2024: RIC presented several design alternatives to Staff. Staff is currently reviewing these along with their associated cost estimates.
- City Staff is currently putting together the final bid documents for the Gabion design. It is anticipated that this project will go out to bid on the week of 2/17/24.
- **City Staff held a public bid opening on March 4, 2025. It was decided to put this project on hold due to interference with the on-going construction of the Farmers Market.**
- **STATUS – ON HOLD**

11. Sullivan Nature Sanctuary Lookout Platform Renovation

- Staff is getting quotes for new guardrail and decking replacement.
- It is anticipated that this work would be completed by the end of May 2024.
- Work was completed in June 2024
- *STATUS – COMPLETE*

12. Train Depot Drainage Control

- Staff solicited quotes for a drainage swale around the north and east sides of the building. Downing Construction was awarded the contract
- Staff is waiting for a project schedule from the contractor.
- November 5, 2024: Contractor finished work.
- *STATUS – COMPLETE*

Parkville Parks and Recreation 2025 Events

Event Name	Organization	Date	Type	Location
Time Travelers Marathon	Bodies Race Company	1/4/2025	Race	ELP
Electronics Recycling and Paper Shredding	Midwest Recycling Center	2/1/2025	Program	PLP
Couple Shuffle 5K	Bodies Race Company	2/16/2025	Race	ELP
Sporting KC Rec League	Sporting KC	3/10/2025	League	Friends Field
Hero Hustle	Bodies Race Company	3/30/2025	Race	ELP
Soccer Shots Spring Season	Soccer Shots	4/2/2025	League	Friends Field
Electronics Recycling and Paper Shredding	Midwest Recycling Center	4/5/2025	Program	PLP
Path to Change 5K/Youth with Vision	Beacon Mental Health	4/12/2025	Race	ELP
Pruning for Beginners Class	Bridging the Gap	4/12/2025	Program	PLP
RiverPark Church Services	RiverPark Church	4/18/2025	Event	McKeon Stage
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
Symphony in the Park	The Kansas City Symphony	5/1/2025	Event	ELP
Women on the Move 5K	AWLF (Womens Lawyers)	5/3/2025	Race	ELP
Intro to Birding Hike	Missouri Department of Conservation	5/9/2025	Program	PLP
Northland Mothers Day 5K	Equal Start	5/10/2025	Race	ELP
RiverPark Church Services	RiverPark Church	5/11/2025	Event	McKeon Stage
Pruning for Beginners Workday	Bridging the Gap	5/14/2025	Program	PLP
Midwest Walk-Run-N-Roll	SRNA	5/17/2025	Race	ELP
Hiking with Baby!	Missouri Department of Conservation	5/17/2025	Program	PNS
Memorial Day Carnival	CID	5/23/2025	Festival	Downtown
RiverPark Church Services	RiverPark Church	5/25/2025	Event	McKeon Stage
Urban Hike: Parkville	Missouri Department of Conservation	5/27/2025	Program	ELP
Jazz Festival	Banneker Foundation	6/7/2025	Concert	ELP
Rolling on the River Bike Ride	Parkville and Platte County	6/7/2025	Race	ELP
Electronics Recycling and Paper Shredding	Midwest Recycling Center	6/7/2025	Program	PLP
RiverPark Church Services	RiverPark Church	6/8/2025	Event	McKeon Stage
Hometown Half Marathon	Bodies Race Company	6/14/2025	Race	ELP
DBN Fest	Lucas Mertz	6/21/2025	Concert	McKeon Stage
RiverPark Church Services	RiverPark Church	6/22/2025	Event	McKeon Stage
The Provence Wedding	Kaitlyn Njoo Wedding	6/28/2025	Wedding	ELP
Dani Beyer Party in Parkville	Dani Beyer Real Estate	6/28/2025	Event	ELP

4th of July Parade	MSPA	7/4/2025	Parade	Downtown
RiverPark Church Services	RiverPark Church	7/6/2025	Event	McKeon Stage
Electronics Recycling and Paper Shredding	Midwest Recycling Center	8/2/2025	Program	PLP
Whispering Leave and Wild Critters	Missouri Department of Conservation	8/9/2025	Program	PNS
RiverPark Church Services	RiverPark Church	8/10/2025	Event	McKeon Stage
Ronald MacDonalld House 5K	RMHC	8/17/2025	Race	ELP
Parkville Days	MSPA	8/22/2025	Festival	Downtown
RiverPark Church Services	RiverPark Church	8/31/2025	Event	McKeon Stage
RiverPark Church Services	RiverPark Church	9/14/2025	Event	McKeon Stage
RiverPark Church Services	RiverPark Church	9/28/2025	Event	McKeon Stage
MOJO Real Estate Octoberfest	MOJO Real Estate	10/1/2025	Event	ELP
Out of the Darkness Walk	American Foundation for Suicide Prevention (AFSP)	10/4/2025	Race	ELP
Electronics Recycling and Paper Shredding	Midwest Recycling Center	10/4/2025	Program	PLP
Ian's Rainbow Flu Foundation Walk	Ians Rainbow Flu Foundation	10/11/2025	Race	ELP
Dani Beyer Pumpkin Patch	Dani Beyer Real Estate	10/18/2025	Event	ELP
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
Path to Parenthood 5K	KC Infertility Clinic	5/18/2025	Race	ELP
U.S. Engineering Family Celebration	U.S. Engineering	9/20/2025	Event	ELP
Storytime in the Park	Mid-Continent Public Library	5/5/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	5/12/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	5/19/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	5/26/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	7/7/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	7/14/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	7/21/2025	Program	ELP
Storytime in the Park	Mid-Continent Public Library	7/28/2025	Program	ELP
Martin Luther Academy Event	End of School Celebration	5/21/2025	Program	ELP
Gateway Park Ribbon Cutting	Pinecrest Neighborhood	5/16/2025	Program	ELP

Upcoming Programs:

Pruning for Beginners

Date: Saturday, April 12

Time: 10:00 AM – 12:00 PM

Location: Friends Shelter at Platte Landing Park

Easter Bunny Downtown

Date: Saturday, April 19

Time: 1:00-4:00 PM

Location: VFW & Pocket Park

Arbor Day Event

Date: Friday, April 25

Time: 1:00 PM

Location: Platte Landing Park

Celebrate Arbor Day with a Tree planting volunteer event at Platte Landing Park.

Storytime in the Park with Mid-Continent Public Library

Date: Mondays in May

May 5, May 12, May 19, May 26

Time: 10:00 AM

Location: English Landing Park East Shelter

Kansas City Symphony in the Park

Date: Thursday, May 1

Time: 6:00 PM

Location: English Landing Park

Intro to Birding Hike

Date: Friday, May 9

Time: 8:30 AM – 12:00 PM

Recommended Ages: 8+

Location: Platte Landing Park

Join MDC staff for a guided 2.5-mile birding hike to identify and document local bird species. Participants are encouraged to bring binoculars (7-12x magnification recommended), spotting scopes, a paper checklist or the eBird app, and a field guide or Merlin Bird ID app. Dress for the weather, as the program takes place entirely outdoors. Participants should park near the dog park and look for the MDC truck.

Volunteer Pruning Workday with Bridging the Gap & Heartland Tree Alliance

Date: Wednesday, May 14

Time: 9:00 AM – 11:00 AM

Location: Meet at Friends Shelter at Platte Landing Park

Ribbon Cutting at Gateway Park

Date: Friday, May 16

Time: 6:00 PM

Location: Gateway Park

Hiking with Baby with Missouri Department of Conservation

Date: Saturday, May 17

Time: 9:30 AM – 11:00 AM

Recommended Ages: 0-4

Location: Parkville Nature Sanctuary

Families with young children are invited to explore nature on a guided hike. The trail features native wildflowers, budding trees, and potential wildlife sightings. Terrain includes dirt, gravel, and terraced steps and is not stroller-friendly. In case of inclement weather, participants will be contacted prior to the hike.

Urban Hike: Parkville with Missouri Department of Conservation

Date: Tuesday, May 27

Time: 6:00 PM – 7:30 PM

Registration: Required (Adults)

Location: English Landing Park

This 2.5-mile, moderately paced hike through historic Parkville follows sidewalks and some road segments. Along the way, we will discuss native and invasive plants, wildlife identification, and hiking safety. Participants will receive an email with the exact meeting location the week before the hike.

Rolling on the River Bike Ride

Date: Saturday, June 7

Time: 8:00 AM

Location: E.H. Young Park, Riverside (starting point)

This scenic bike ride will start at E.H. Young Park in Riverside, travel to English Landing Park, continue to Platte Landing Park, and then return to E.H. Young Park. Celebrate National Trails Day with a fun and active event, free and open to the public.

Registration Includes: A free t-shirt.

This event is a partnership with Riverside Parks and Platte County Parks and Recreation.

Storytime in the Park with Mid-Continent Public Library

Date: Mondays in July

July 7, July 14, July 21, and July 28

Time: 10:00am

Location: English Landing Park East Shelter

Whispering Leaves & Wild Critters: A Nature Journaling Adventure in Parkville with Missouri Department of Conservation

Date: Saturday, August 9

Time: 9:00 AM – 12:00 PM (Walk-in)

Registration Required: 9:00 – 10:00 AM and 10:30 – 11:30 AM

Location: Parkville Nature Sanctuary (Girl Scout Cabin for registration)

Join two Naturalists from the Missouri Department of Conservation as you explore the grounds at the Parkville Nature Sanctuary! This event is perfect for anyone interested in water, wildlife, and woodlands.

All are welcome to build their own nature journal before starting their adventure through the sanctuary. Along the 0.5-mile trail, you'll stop at prompt stations to draw, write, and observe the landscape. Registration classes will take place at the Girl Scout Cabin, accessible by a 0.25-mile hike on a hilly, gravel trail. If accommodations are needed, please email the instructor at least one week prior to the program.

Pumpkin Carving at English Landing Park

Date: Thursday, October 23

Time: 4:00 PM – 7:00 PM

Location: McKeon Stage, English Landing Park

Join us for a fun, family-friendly pumpkin carving event at the McKeon Stage in English Landing Park! Bring your creativity and your carving tools as we prepare for the spooky season. All ages are welcome to participate, and pumpkins will be provided while supplies last.

Ghost Stories at Parkville Nature Sanctuary

Date: Saturday, October 25

Time: 5:00 PM – 9:00 PM

Location: Parkville Nature Sanctuary

Get into the Halloween spirit with a spooky night of ghost stories at the Parkville Nature Sanctuary! Come gather around the campfire for eerie tales, enjoy the atmosphere of the sanctuary at night, and maybe even encounter a ghost or two! This event is free and open to the public.