



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#25-02)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, April 9, 2025 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. on April 9, 2025.

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

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

Members present were:

- Adam Zink
- Michelle Flamm
- Steven Sturgess
- Dana Laiben
- Nate Askren
- Amanda Blackwood
- Jessica Holtz

Absent with prior notice were:

- Linda Arnold
- Mary Jane Kuehn

Phil Wassmer (Liaison)

A quorum of the Board was present.

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

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the January 8, 2025, regular meeting
ACTION: Jessica Holtz moved to approve the minutes for the January 8, 2025, regular meeting. Nate Askren seconded.

RESULT: Motion Passed: 7-0.

4. NON-ACTION AGENDA

A. 1st Quarter Budget Presentation

Bryan Kidney, Deputy City Administrator/Finance Director, presented the preliminary quarterly update, attached to the Minutes.

5. ACTION AGENDA

A. 2025 Election of Board Officers

ACTION:

1. Adam Zink moved to nominate Steven Sturgess as Community Land and Recreation Board Chairperson; Michelle Flamm seconded.
2. Michelle Flamm moved to nominate Adam Zink as Community Land and Recreation Board Vice Chairperson; Jessica Holtz seconded.
3. Adam Zink moved to nominate Michelle Flamm as Community Land and Recreation Board Secretary; Jessica Holtz seconded

RESULT: Motions Passed: 7-0.

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

Brittanie Propes, Parks & Recreation Director, recommended an ordinance amending Ordinance No. 2939 to revise Parkville Municipal Code Section 140.350, adding the Watkins Park Shelter House to the list of reservable park facilities. Adam Zink suggested adding a grill to the shelter area.

ACTION: Michelle Flamm moved to approve an ordinance amending Ordinance No. 2939 amending Parkville Municipal Code Section 140.350, Subsection B, adding the Watkins Park Shelter House to allow reservations per the Schedule of Fees. Jessica Holtz seconded.

RESULT: Motion Passed: 7-0.

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

Brittanie Propes presented a special event application for the Kansas City Out of the Darkness Walk for approval. Due to the expected event size, it was recommended to have off-duty police and park staff present.

ACTION: Jessica Holtz moved to approve the special event permit for the Greater Kansas City Out Of The Darkness Walk. Steven Sturgess

seconded.

RESULT: Motion Passed: 7-0.

6. STAFF UPDATES ON ACTIVITIES

All updates were included in the CLARB Packet, and the slides from the meeting will be attached to the meeting minutes.

There will be several upcoming meetings for the Parks Master Plan. Brittanie will send out information on upcoming dates and times.

Staff have hired the new Parks Programs Director with a start date of April 14th.

A. Parks Maintenance Updates

Brittanie wanted to give a big shout-out to By the Blade for doing a landscaping service project at English Landing Park. Member Jessica Holtz mentioned that By the Blade did not follow the 70% code that was passed. Member Dana Laiben mentioned that this could be an opportunity for education.

1. Parks Maintenance Updates

The updates were included in the slides that are attached to the meeting minutes.

B. Nature Sanctuary

The updates were included in the slides and will be attached to the meeting minutes.

1. Nature Sanctuary

C. Parks Project Updates

The updates were included in the slides that are attached to the meeting minutes.

1. Parks Capital Improvement Projects

D. Special Events

The Special Events and Program list was included in the CLARB Packet and is listed on the City's website.

1. Parks and Rec Special Events

2. Parks and Rec Programs

7. MISCELLANEOUS ITEMS FROM THE BOARD

Adam Zink mentioned that the wooden stairs going up to the Mini Golf in pocket park are damaged and need to be replaced. These are not city owned but staff will pass along the information.

The area near 9 hwy bridge railing that was damaged by an accident - the City is aware and is working with MoDot and the insurance company for repairs.

Dana Laiben mentioned that on May 13th there will be 1,000 plants to plant Downtown and is looking for volunteers.

Brittanie thanked Adam Zink for his service as Chair.

Brittanie mentioned that there would be a re-election for the Mayor of Barkville.
More to come.

Staff are also working on the trail railing that was damaged by a vehicle and train accident.

Member Dana Laiben mentioned the previous conversation regarding shirts for CLARB members. Adam Zink also mentioned having pictures taken of CLARB members and talked about having Parkville Park merchandise to sell to the community. Brittanie asked Adam to send her the vendor information for this.

8. ADJOURN

ACTION: Michelle Flamm moved to adjourn the regular meeting at 7:00 p.m.
Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

The minutes for April 9, 2025, having been read and considered by the Community Land and Recreation Board, were approved on this the 9th day of July, 2025.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

7/9/2025
Approval date

Capital Expenditure	2024 Actual
Drinking Fountains	\$ 16,008
ELP Trail Enhancement	29,300
Gateway	127,235
Landscaping	11,566
Master Plan	50,558
Platte Landing Dumpster	3,850
Spirit Fountain	315
Track loader	63,628
Wetlands Benches	7,718
Pedestrian Bridge	25,521
White Alloe Creek	20,130
	<u>\$ 355,827</u>



Parks & Recreation Fund (41)
Year-to-date 3/31/2025

Category	2024 Adopted	2024 Revised	2024 Unaudited	2025 Adopted	2025 Year to Date
Revenues					
Taxes	\$ 975,000	\$ 1,041,000	\$ 1,049,041	\$ 1,059,000	\$ 261,317
Program Revenue	37,000	43,000	45,803	45,000	12,100
Other	-	76,000	76,340	-	30
Grants/Donations	1,000	24,000	24,308	-	-
Transfers	426,000	426,000	426,000	433,000	108,250
Total Revenues	1,439,000	1,610,000	1,621,492	1,537,000	381,697

Expenditures					
Salary and Benefits Parks	771,000	730,000	577,693	775,000	146,684
Operating	228,000	228,000	236,438	347,000	25,223
Capital	496,000	396,000	355,827	850,000	-
Transfer to Farmers Mrkt	-	100,000	104,592	520,000	198,581
Nature Sanctuary Operations	-	80,000	71,266	47,000	4,897
Total Expenditures	1,495,000	1,534,000	1,345,816	2,539,000	375,385

Increase (decrease)	(56,000)	76,000	275,676	(1,002,000)	6,312
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Beginning FB	1,756,951	1,756,951	1,756,951	1,832,951	2,032,627
Ending FB	\$ 1,700,951	\$ 1,832,951	\$ 2,032,627	\$ 830,951	\$ 2,038,939



Use Tax - Park Trail Detail - Fund (48)
2025 Adopted Budget & 2026 - 2029 Forecast

Category	2024 Adopted	2024 Revised	2024 unaudited	2025 Adopted	2025 year to date
Revenues					
Taxes	\$ 70,000	\$ 197,151	\$ 208,990	\$ 201,000	\$ 64,710
Total Revenues	70,000	197,151	208,990	201,000	64,710

Expenditures					
Park Trail Maint & Capital	70,000	70,000	-	250,000	-
Total Expenditures	70,000	70,000	-	250,000	-

Increase (decrease)	-	127,151	208,990	(49,000)	64,710
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Beginning FB	-	-	-	127,151	208,990
Ending FB	\$ -	\$ 127,151	\$ 208,990	\$ 78,151	\$ 273,700



Capital Projects - Farmers Market Fund (61)
Year-to-date 3/31/2025

Category	2024 Adopted	2024 Revised	2024 Unaudited	2025 Adopted	2025 Year to Date
Revenues					
Grants/other	\$ -	\$ -	\$ -	\$ 1,165,000	\$ -
Transfers (Parks & Rec)	-	100,000	104,592	520,000	198,581
Total Revenues	-	100,000	104,592	1,685,000	198,581

Expenditures					
Engineering	-	100,000	102,247	100,000	10,143
Construction	-	-	2,345	1,585,000	188,438
Total Expenditures	-	100,000	104,592	1,685,000	198,581

Increase (decrease)	-	-	-	-	-
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Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -



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Q1 Budget Presentation

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ACTION AGENDA

3

A. 2025 Election of Board Officers

B. Recommend 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.

4



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DEPARTMENT UPDATES

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Veteran's Memorial

- Benches arrived and will be installed this month
- We received the Platte County Outreach Grant for the full request, \$40,000
- With the recent grant approval, we will begin phase 2 projects

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Farmers Market



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Farmers Market

- Bi-weekly meetings will be held with City Staff, BBN Architecture, and E.L. Crawford
- 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 structure will be completed by the end of May 2025.



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Master Plan

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Master Plan

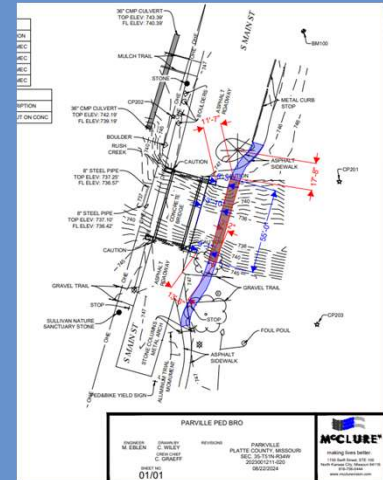


- **The Community Meeting #2 was held on March 19th**
- **SWT is using the additional community input to prepare a draft recommendation. Steering committee will review the draft.**
- April 26, 2025 – In-person Soft Engagement: Gathering feedback from park visitors at ELP and the Farmers Market.
- May 6, 2025 – Joint CLARB/BOA Work Session: Presentation of draft recommendations by SWT Design.
- Week of May 12, 2025 (DATE TBD) – Community Meeting #3: Opportunity to collect public input on the draft recommendations.
- June 17, 2025 – Joint CLARB/BOA Work Session: Final presentation and recommendation of the Master Plan.

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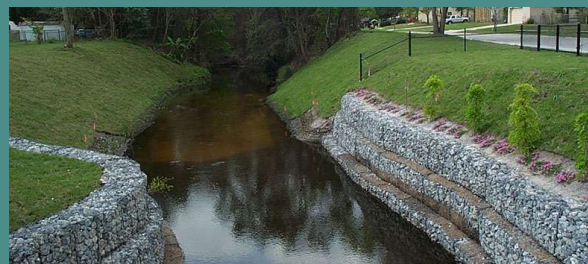
PLP Bridge

- Waiting on final construction documents
- Project will go out to bid this month
- Coordinating work with events calendar



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Streambank Stabilization



- This project is on hold
- Timeline did not align with Farmers Market Project and the Platte County Stormwater Grant Process

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Gateway Park

- 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 this week.
- A project sign has been ordered. Installation is anticipated around the second week of May 2025.
- **SAVE THE DATE: Ribbon Cutting on Friday, May 16th at 6pm**



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By The Blade Landscaping Service Project



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PNS Boardwalk Replacement 100+ Volunteer Hours and Counting



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Other Updates

- Wetlands Site Visit with MDC to review progress
- Upcoming wetlands Site visit with ERDC and USACE to address aquatics vegetation and invasive species removal
- Train Depot Lease Agreement with White Farmhouse Flowers approved by BOA
- Adding mulch and gravel to trails at PNS this spring
- New Position: Parks and Recreation Program Manager, position was offered and accepted
- Gaga Ball Pit Eagle Scout Project is complete
- Starting a new Eagle Scout Project to install dog obstacles at Barkville
- Rotary Project at the Lewis and Clark Point of Interest will begin later this spring
- Applying for MAW Grant to install drinking fountains at Brush Creek Trail
- Applying for the MARC Sustainable Places Grant for composting services at our large special events, possibly new recycled plastic trash bins

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Upcoming Events

- April 12: Pruning for Beginners Class with Bridging the Gap
- April 23: Community Heroes Storytime with MCPL
- April 25: Arbor Day Event at Platte Landing Park
- April 26: Parkville Brewfest
- April 26: Opening Day of Farmers Market
- May 1: Kansas City Symphony in English Landing Park
- May 3: Women on the Move 5K
- May 9: Intro to Birding Hike with MDC at Wetlands
- May 10: Northland Mothers Day 5K



Photo: Hero Hustle 5K on March 30th