



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#25-11)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, November 12, 2025 6:00 PM

City Hall Board Room

1. CALL TO ORDER

Roll was called by Brittanie Propes, Parks and Recreation Director.

Members present were:

Adam Zink

Linda Arnold

Steven Sturgess

Dana Laiben

Nate Askren

Amanda Blackwood

Evan Maxon

Absent with prior notice were:

Michelle Flamm

Robert Unger

Phil Wassmer (Liaison)

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director, was present on behalf of the City.

The meeting was called to order at 06:02 PM on November 12, 2025.

- A. Adam Zink
Linda Arnold
Michelle Flamm
Steven Sturgess
Dana Laiben
Amanda Blackwood
Nathan Askren
Robert Unger
Evan Maxon
Phillip Wassmer (Liaison)

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the October 8, 2025, regular meeting
ACTION: Adam Zink moved to approve the minutes for the October 8, 2025, regular meeting. Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

4. ACTION AGENDA

- A. Approve an agreement with Platte County Parks to maintain and use the Thousand Oaks Extension and Angeline Washington Extension of the Brush Creek Trail.

Brittanie Propes, Parks and Recreation Director, provided background and showed a drone video of the trail extensions of the Brush Creek Trail. Brittanie brought an agreement with Platte County Parks to maintain and use the Brush Creek Trail for approval.

Discussions included signs to be posted regarding not having snow removal to "use at your own risk". Platte County Parks will be responsible for capital maintenance and the city will be responsible for daily maintenance, which would include safety of the trail, removing trash and replacing trash liners, replacing dog waste bags, and mowing. CLARB was concerned about the expense of mowing. Brittanie also mentioned that the use tax was passed and that a percentage goes directly to the parks department to be used towards trail maintenance together with the parks tax. Brittanie said that staff could log mowing hours for maintaining trails to have a better idea of the expense.

ACTION: Adam Zink moved to approve an agreement with Patte County Parks to maintain and use the Thousand Oaks extension and Angeline Washington extension of the Brush Creek Trail. Nate Askren seconded.

RESULT: Motion Passed: 7-0.

- B. Approve a Memorandum of Agreement with the Center for Creative Arts (CCA) to participate in the "Sculpture on the Move" public art program.

Brittanie Propes, Parks and Recreation Director, presented a Memorandum of Agreement with the Center for Creative Arts (CCA) to participate in a public art program.

Discussions focused on possible locations for the leased artwork, which included Gateway and Pocket Parks, an overlook next to Grigsby Field. A concrete slab would be required for the artwork to be installed on. This is for a two-year lease for the artwork at \$1,000 per piece with an administrative fee of \$145.

Dana Laiben and Linda Arnold agreed to be on the committee to select the artwork and location.

ACTION: Adam Zink moved to approve a Memorandum of Agreement with the Center for Creative Arts to participate in the "Sculpture on the Move" public art program with the request that the city's general fund or another fund beyond parks contribute 50% of the expense. Linda Arnold seconded.

RESULT: Motion Failed: 4-3.

ACTION: Amanda Blackwood moved to approve as presented. Evan Maxon seconded.

RESULT: Motion Passed: 6-1.

- C. Review and approve proposed updates to Parks and Recreation special event and reservation fees for inclusion in the 2026 Schedule of Fees.

Brittanie Propes, Parks and Recreation Director, presented a proposed update to the Parks and Recreation special event and reservation fees for inclusion in the 2026 Schedule of Fees.

The proposed update would include a new fee for a Special Event Parking Permit in addition to the Special Event fee. The purpose of the permit would be to manage and regulate vehicle access within the park for large special events. The proposed fee would be \$50 per vehicle, which would apply to race timers, food trucks, DJ's, vendors, and other event vehicles. There would be a maximum of 10 parking permits per event. For larger events that require more permits, it would come before CLARB for approval. This would offset park maintenance and staff support associated with vehicle access.

Discussions included the few events that would need more than 10 permits, such as Parkville Days, Brewfest etc. that would need to have these exceptions in writing. There were also comments regarding vehicles staying in the park during the event instead of dropping off items and leaving the park area.

ACTION: Adam Zink moved to approve the proposed updates to the Parks and Recreation special event and reservation fees for the inclusion of the 2026 Schedule of Fees with the \$50 fee per vehicle with a maximum of 10 vehicles. Linda Arnold seconded.

RESULT: Motion Passed: 7-0.

Brittanie also presented the following changes to fees for recommendation of approval:

- The 5k Special Event fee would remain at \$325 for the 2026 Schedule of Fees.
- The Farmers Market Structure would include a full day (8 hr.) rental only, staff coordination required for access & logistics. Parking lot closure included in rental. Deposit and full payment required at time of booking; deposit refunded pending inspection. City sponsored events take priority in scheduling. Rentals must go before CLARB for review.
- Farmers Market Pavilion & Lot - Proposed Rental Rates (Full-Day Only) Reflect premium space, parking impact, and staff coordination needs. Private Events (Weddings, Corporate Events): \$3,000/day + \$750 Deposit; Public Events (Craft Fairs, Art Festivals): \$1,000/day + \$750 Deposit. Additional hours are \$200 per hour.
- McKeon Stage Fees — Proposed Change — Removed as a stand-alone rental option. Stage use only permitted with an approved Special Event Permit (\$400 fee plus stage)
- River Stage Fees — Proposed Change: Remove as a stand-alone rental option. Allow stage use only and an add-on to an approved Special Event Permit (\$400 fee plus stage)

- Wedding Ceremony Fee — Proposed Update — \$200 for Weddings with fewer than 75 guests and standing-only ceremonies. \$400 for Weddings with 75+ guests or the use of equipment (chairs, arbor, decor, etc.)
- Event Support & Setup Fees — Proposed Updates — Event Area Setup/Tear down Days \$100 per day
- Event Support (City Park Employees, per hour) Addition of Overtime/Holiday Rate of \$45/hour (Holiday overtime rate)

ACTION: Evan Maxon moved to approve the updated fee schedule as discussed. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

B. Nature Sanctuary

C. Parks Capital Improvements Projects
Farmers Market

- Concrete work, including curbs and sidewalks, were completed last week.
- Mill & Overlay on S. East Street and the west parking lot are underway this week.
- Next week, minor finishing work — seeding, sign installation, and electrical completion

Train Depot

- Double French doors installed
- Patio marked out
- The tenant anticipated moving in by February.

Platte Landing Park/Main Street Bridge: The new pedestrian bridge is anticipated to arrive in November. The project is planned to be completed by the end of the year. MCON is currently excavating the site to cap unused pipes.

Veterans Memorial: A fundraiser was held on November 1st at the American Legion which raised funds for Phase 2.

Wetlands Management: Waiting on final O&M Manual

Platte Landing Park Inclusive Playground: Scheduling a Community Input Meeting to review playground concepts

D. Programs and Special Events

Programs and Special Events were included in the CLARB packet and are listed on the City website.

6. MISCELLANEOUS ITEMS FROM THE BOARD

Member Adam Zink said that the Platte County Parks have their grant available and have increased the funding total to \$500,000. Applications are open now until January 16, 2026. He asked the CLARB to share this information with non-profit organizations.

7. ADJOURN

ACTION: Adam Zink moved to adjourn the regular meeting at 7:30 p.m. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

The minutes for November 12, 2025, having been read and considered by the Community Land and Recreation Board, were approved on the 14th day of January 2026.

Bonnie Buckmaster
Bonnie Buckmaster, Public Works Assistant

1/14/2026
Approval date