



FINANCE COMMITTEE

Monday, April 27, 2026 4:30 PM

Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the April 13, 2026, regular meeting
 - B. Farmers Market Landscaping Contract (Parks)
 - C. Approve Work Authorization #15 with GBA for the design of the trail and parking lot for Platte Landing Park (Parks)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, April 13, 2026 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the April 13, 2026, meeting to order at 04:31 PM. A quorum was present.

Members Present: Chair Douglas Wylie, Ward 2 Alderman Bob Bennett, Ward 1 Alderman Philip Wassmer, Ward 4 Alderman Michael Lee, Mayor Dean Katerndahl

City Staff Present: City Administrator Alexa Barton, Deputy City Administrator Bryan Kidney, Assistant City Administrator Jeffery Rhodes, City Attorney John Mautino, Police Captain Jon Jordan, Public Works Director Dan Harper, Community Development Director Stephen Lachky, Parks & Recreation Director Brittanie Propes (via videoconference), Finance Director Cindy Gray, and City Clerk Melissa Bazert

2. Financial Updates

3. Action Items

- A. Approve the minutes for the March 16, 2026, regular meeting

Alderman Bennett moved to approve the minutes for the March 16, 2026 meeting. Alderman Wassmer seconded; motion passed 5-0.

- B. Approve a contract with Haven's Construction for the WWTF Repairs - 2026 project in the amount of \$424,950. (Public Works)

Public Works Director Dan Harper explained the bid process for the contract for the WWTF Repairs.

Alderman Bennett moved to recommend that the Board of Aldermen approve a contract with Havens Construction for the WWTF Repairs - 2026 project in the amount of \$424,950 and authorize the Public Works Director authority to approve change orders not to exceed 10% of the total value of the contract. Alderman Wassmer seconded; motion Passed 5-0.

- C. Resolution No. 26-009, A Resolution demonstrating the City's commitment to public safety and intent to pursue a designation as a Blue Shield Community (Police)

Captain Jon Jordan explained the Blue Shield Designation process. He stated it will allow the City to pursue grants from the State.

Alderman Bennett moved to recommend approval of Resolution No. 26-009, a resolution demonstrating the City's commitment to public safety and intent to pursue a designation as a Blue Shield Community. Alderman Wassmer seconded; motion Passed 5-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

7. Adjourn

Chair Wylie adjourned the meeting at 04:39 PM.

Submitted by:

Melissa Bazert
City Clerk

Approval Date

CITY OF PARKVILLE

Policy Report

Date: April 7, 2026

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Farmers Market Landscaping Contract (Parks)

BACKGROUND:

The Parkville Farmers Market site includes several landscaped areas, including grass islands throughout the parking lot footprint and a prominent hillside located between McAfee Drive and the Farmers Market structure. While the Farmers Market project included hydro-seeding the islands, the landscaping has yet to be fully developed to reflect the long-term vision for the site as an extension of the park system.

As part of Downtown Parkville, the Farmers Market parking lot functions not only as parking, but as a primary entry point into the park. The City's goal is to transform this space into a more cohesive, park-like setting that creates a stronger and more welcoming first impression for visitors.

In 2020, during the COVID-19 pandemic, temporary improvements were made to portions of the site due to limited staffing and resources. One such area is the south hillside adjacent to the market structure, which was covered with rock as an interim solution. At that time, it was understood that this treatment would be revisited and improved as part of a future, more comprehensive project.

This proposal represents the next phase of that long-term vision. The project focuses on enhancing the overall landscape by prioritizing plantings throughout the grass islands, hillside, and other green spaces to create a more unified and park-like environment, while aligning with the City's newly adopted Native Plant Landscaping requirements and applicable Parkville parking lot design standards.

Landscaping enhancements will include the installation of native plants, shrubs, and trees across all islands and landscaped areas. These improvements are intended to soften the appearance of the parking lot, provide seasonal interest, support local ecology, and visually connect the site to the surrounding park. Collectively, these plantings will help transform the space from a traditional parking area into a landscape that feels integrated with the park system and serves as a more intentional and inviting gateway.

Hardscaping improvements will support both usability and accessibility while complementing the enhanced landscape. On the south hillside, the lower portion of the existing rock covering will be removed and replaced with re-established turf grass. The larger stones currently forming a knee wall will be realigned to improve their appearance and structural consistency. Additional enhancements will include mulch and native plantings around existing trees.

A new sidewalk will be constructed at the top of the hill, providing a direct and accessible connection from designated ADA parking spaces to the new seating area. A concrete patio will also be added to create a defined gathering space within the landscape.

To support public use of the improved area, Parks staff will furnish the site with picnic tables on the upper patio and limestone benches in the lower seating areas. These additions are intended to encourage greater use of the space by market patrons and park visitors, reinforcing the area's function as both a parking facility and an extension of the park experience.

Staff initiated a request for bids for this project and Ryan Lawn and Tree was the sole respondent in the amount of \$148,477.74

STRATEGIC GOAL(S):

Parks and Recreation

BUDGET IMPACT:

The Capital Projects Fund- Farmers Market (61) has funding remaining intended to go towards the \$148,477.74 for the Farmers Market Landscaping in the line item 61-525-08-03-00 on page 144 of the 2026 Budget.

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 that the Finance Committee approve the contract with Ryan Lawn and Tree in an amount of \$148,477.74 for the Farmers Market landscaping and hardscaping improvements.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all expenses above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve the award of the project to Ryan Lawn and Tree in the amount of \$148,477.74, and to authorize administrative authority to approve change orders not to exceed 10% of the total value of the contract.

ATTACHMENTS:

1. Farmers Market Landscaping Proposal
2. Farmers Market Landscaping Scope of Work



5425 Antioch Drive
 Merriam KS, 66202
 913-381-1505
 outdoorlivingkc@ryanlawn.com

Landscape / Irrigation Proposal

Customer Name : Parkville Farmers Market
 Address : 8880 Clark Ave, Parkville MO,
 Phone Number : 816-215-4047
 Customer Number : ACCT-105765

Sales Person: Chris Ohlde
 Sales Person Email: chrisohlde@ryanlawn.com
 Sales Person Number: 816-501-9659

Project Preparation

- The owner will inform contractor of private underground electrical lines, dog fences, outdoor lighting, etc.
- The project will be outlined consistent with design specifications.
- Ryan Lawn & Tree will remove any pre-determined materials (plant or other) from project area and dispose.

Area 1-South of Farmers Market \$100,894.53

All trees are 2in, serviceberry trees are #15, shrubs are all 3gal, perennials are all 8in, and sedges are 4in.

- Area Discount Applied: 5% Loyalty Discount ** -\$5,044.73
- Landscape Installation \$74,001.35**
- Removal and Tear Out Select areas
- Mulch Select areas - Java Brown
- Edging Select areas - Natural Edge
- Top Soil Select areas
- Preemergent Select areas
- Ledge stone block benches
- Plant Installation: (536) Perennials (20) Shrubs (331) Ornamental Grasses (3) Trees
- Hardscape Installation \$21,824.09**
- Concrete - Brushed: Approx. 1123 SqFt
- Grading and/or Soil Work \$5,069.09**
- Grading Select Areas: Machine / Hand
- Sod Select areas - Tall Fescue - 1yd Roll

Area 2-West of Farmers Market \$44,349.60

All trees are 2in, serviceberry trees are #15, shrubs are all 3gal, perennials are all 8in, and sedges are 4in.

- Area Discount Applied: 5% Loyalty Discount ** -\$2,217.48
- Landscape Installation \$41,909.04**
- Mulch Select areas - Java Brown
- Edging Select areas - Natural Edge
- Preemergent Select areas
- Multi Tree Discount Included (\$-700)
- Plant Installation: (59) Perennials (48) Shrubs (185) Ornamental Grasses (8) Trees
- Grading and/or Soil Work \$2,440.56**
- Sod Select areas - Tall Fescue - 1yd Roll

Area 3-Next to and North of Farmers Market \$11,048.23

All trees are 2in, serviceberry trees are #15, shrubs are all 3gal, perennials are all 8in, and sedges are 4in. Includes planting along NE parking lot curb.

- Area Discount Applied: 5% Loyalty Discount ** -\$552.41
- Landscape Installation \$8,528.76**
- Mulch Select areas - Java Brown
- Edging Select areas - Natural Edge
- Top Soil Select areas
- Preemergent Select areas
- Plant Installation: (4) Perennials (12) Shrubs (56) Ornamental Grasses
- Grading and/or Soil Work \$2,519.47**
- Sod Select areas - Tall Fescue - 1yd Roll

Project Subtotal:	\$156,292.36	50% Down Payment:	\$74,238.87
Discounts Applied:	-\$7,814.62	Balance Due at Completion:	\$74,238.87
Project Total:	\$148,477.74		

* Prices Valid for 30 Days unless otherwise noted *

* Down payments can be made by calling our customer service team at (913) 381-1505 *

Contract

Payment Terms

Any guarantee is void if terms or payments are not fulfilled. An initial down payment of 50% is due upon acceptance of this proposal. Customer agrees to pay progress payments equal to the percent of completed construction if my project lasts more than (10 days). Contractor may withdraw proposal if not accepted within 30 days.

Client Initials

Property & Private Lines

Property Boundaries- The property owner is responsible for verifying and properly marking the property boundaries prior to equipment installation. There will be an additional charge of \$150/per man-hour plus parts if any installed equipment has to be relocated due to the incorrect line marking. **An independent service will arrive at your property to mark the location of all public underground utilities. Pool, spa, sump-pump lines, outdoor lighting, private lighting, invisible pet fences, septic tanks and lines and other non-utility lines are the responsibility of the property owner to provide exact locations. Ryan Lawn & Tree will not be responsible for any damage to unmarked items above.

Client Initials

Buried Debris

Any buried debris that obstructs the contractor's work, whether the debris needs to be removed or not, will be charged to the owner \$150 per hour per person plus equipment and disposal fees. Unsuitable subgrade material will be removed and replaced with suitable subgrade material and billed to the owner \$150 per hour per person plus the new subgrade material fees. The owner must provide a signed document stating that he or she does not wish to have unsuitable subgrade replaced. All warranties are void if unsuitable subgrade material is discovered and not replaced. Rock Clause: If and when rocks and/or roots stop our forward progress and have to be removed, we will charge \$150 per man-hour above the proposal price to remove. Rental of jackhammer would be an additional charge.

Client Initials

Change Orders

Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the contract price. These alterations and deviations will be billed \$150 per hour per person plus materials, equipment, disposal fees and applicable taxes. Should the contract be terminated for any reason before completion of the work as specified herein, the owner(s) agree to pay in full for all labor and materials furnished up to the date of such termination at the rate and price herein above specified. Any tools or equipment and unused materials left on the premises by the contractor shall, under any conditions, remain the property of the contractor. All tools, equipment and materials delivered for this job by the contractor shall be stored by the owner and no rental or storage charge shall be made or assessed by the owner. Any changes made to the original proposal will need to be discussed with the Salesperson to determine if changes are part of the original scope of work or necessitate the need for a change order to be issued. Any changes discussed with our crew resulting in additional work outside of the original scope of work will be charged as a change order with or without written change order notifications. Crews ARE NOT authorized to approve changes to the agreed upon scope of work.

Client Initials

Plant Warranty

New installed plants come with a (30 Day) warranty one time replacement. This warranty does not cover neglect or improper watering. Warranty does not cover groundcover plants, sod, seed, bulbs, any existing transplanted plants OR damages by acts of God, animals or direct abuse from persons. Further, plants may appear dead, but may only be dormant as a result of seasonal conditions. Depending on weather or season conditions we may wait up to three months to determine the condition of a plant or install a replacement plant. Any claim asserted under this landscape limited warranty must be made within the warranty coverage period. We will not reimburse you if you replace a plant. It is the customer's responsibility to ensure that the plantings are being properly watered even if you have an irrigation system. No warranty applies to new or transplanted sod or transplanted plant material. Client shall provide reasonable and proper care. Warranty excludes tropicals, annuals, damage by an act of God including but not limited to wind, hail, & drought; vandalism or any animal damage. There is no warranty, express or implied, for drain piping, regrading, or waterproofing work. Any plantings installed after October 1st will be warranted if they fail to come back up in the spring.

Client Initials

Tree Warranty

Tree Planting Warranty: Each tree will be approved by an ISA Certified Arborist prior to planting. Plants will be installed to industry standards as appropriate for the situation. Planting may include: staking, mulching, care instructions and corrective pruning. Tree plantings include a (1 year) warranty in which Ryan Lawn and Tree will replace each plant only one time. We will attempt to replace the plant with another of similar type and size, but it may not be possible to match the color, shape, maturity or size of the original plant. Substitution may be required. Warranty does not cover existing transplanted plants OR damages by acts of God, animals or direct abuse from persons. Where applicable we will revisit property in approximately 12 months from time of planting to remove any stakes. Please note that all plantings are dependent on availability. **There is NO warranty coverage for Emerald Green Arborvitae**

Client Initials

Concrete Warranty:

Concrete Warranty: Concrete is not guaranteed against cracking or heaving. Cracking is minimized by pouring concrete at proper depths, installing reinforcement material if applicable, thorough compaction of subgrade, ensuring that subgrade material is suitable, and adding contraction joints. A crack is a surface blemish only, it does not compromise the intended function, shape, or grade of the slab. Heaving occurs in concrete slabs when water in the soil underneath the concrete freezes, displacing the soil and in turn heaving up the concrete. Cracks and heaving are unavoidable and are not covered by our warranty policy, which is consistent with provincial guidelines set out by construction organizations. We do guarantee that we focus on taking the steps and using available resources to reduce stresses in curing concrete. This guarantee does not cover acts of God, damage caused by others, or any project that is altered or added by persons not working as employees of Ryan Lawn & Tree. There is no warranty, expressed or implied, for drain piping, regrading or waterproofing work.

Client Initials

Hardscape Warranty:

Hardscape Warranty: There is a (2 year) warranty from the date of installation of manufactured retaining walls and pavers. There is a (1 year) warranty from the date of installation on polymeric sand. There is a (1 year) warranty from the date of installation on natural stone products. These warranties do not cover acts of God, including, but not limited to natural weathering, frost heave, damage caused by others, discontinued products or colors, or any project that is altered or expanded by persons not working as employees of Ryan Lawn & Tree. There is no warranty, expressed or implied, for drain piping, regrading or waterproofing work. **Efflorescence is the surfacing of soluble salts on concrete and mortars. Soil behind or under walls and patios may also contain these salts. Water dissolves the salts and carries them through the masonry towards the surface. Sunlight and wind draw the water to the surface but as the water evaporates, the salts are left behind. Ryan Lawn & Tree can use a specialty cleaner to remove efflorescence for a fee.

Client Initials

Acceptance Of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Client Initials

Signature: _____

Date: _____

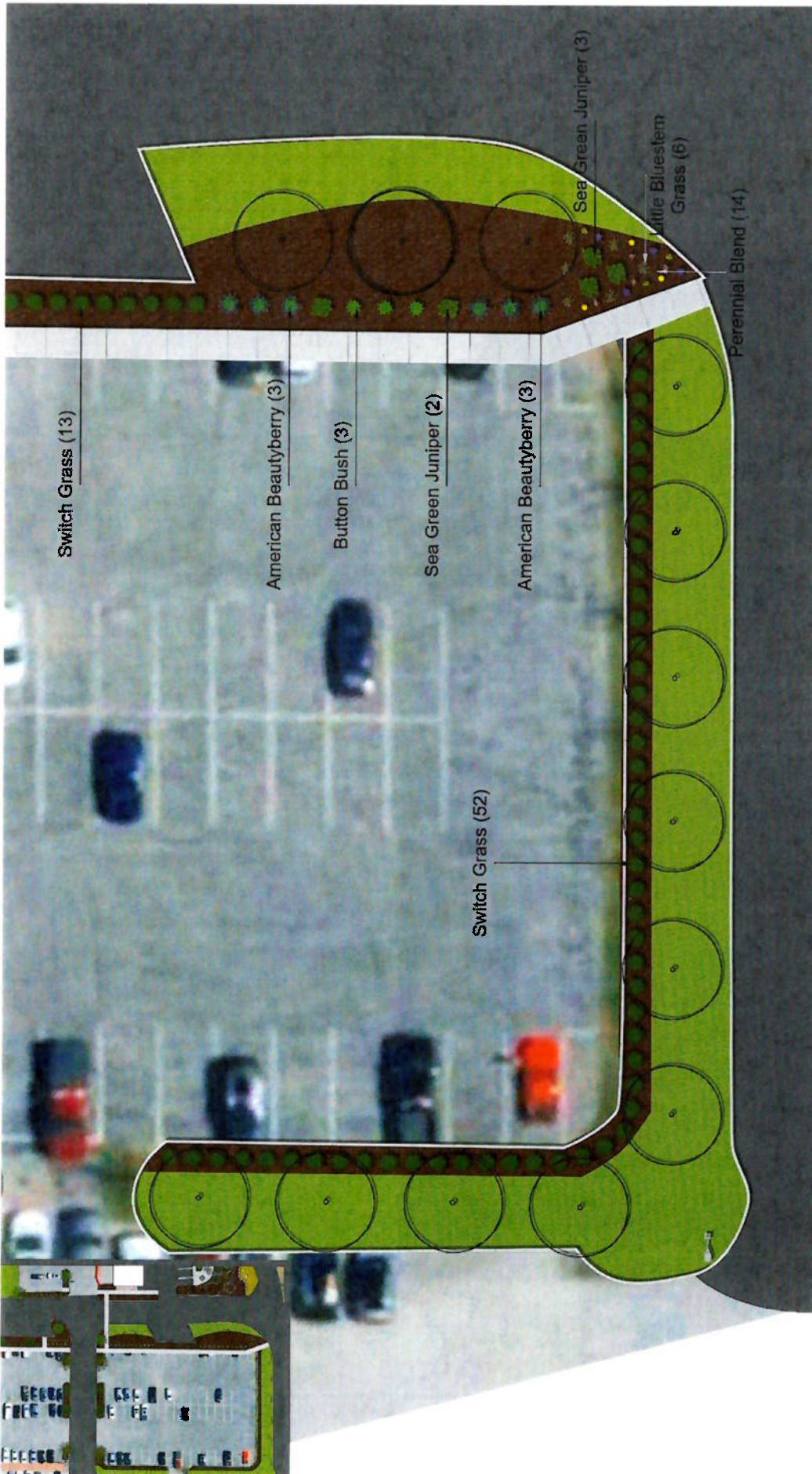
Farmer's Market Landscape Master Plan

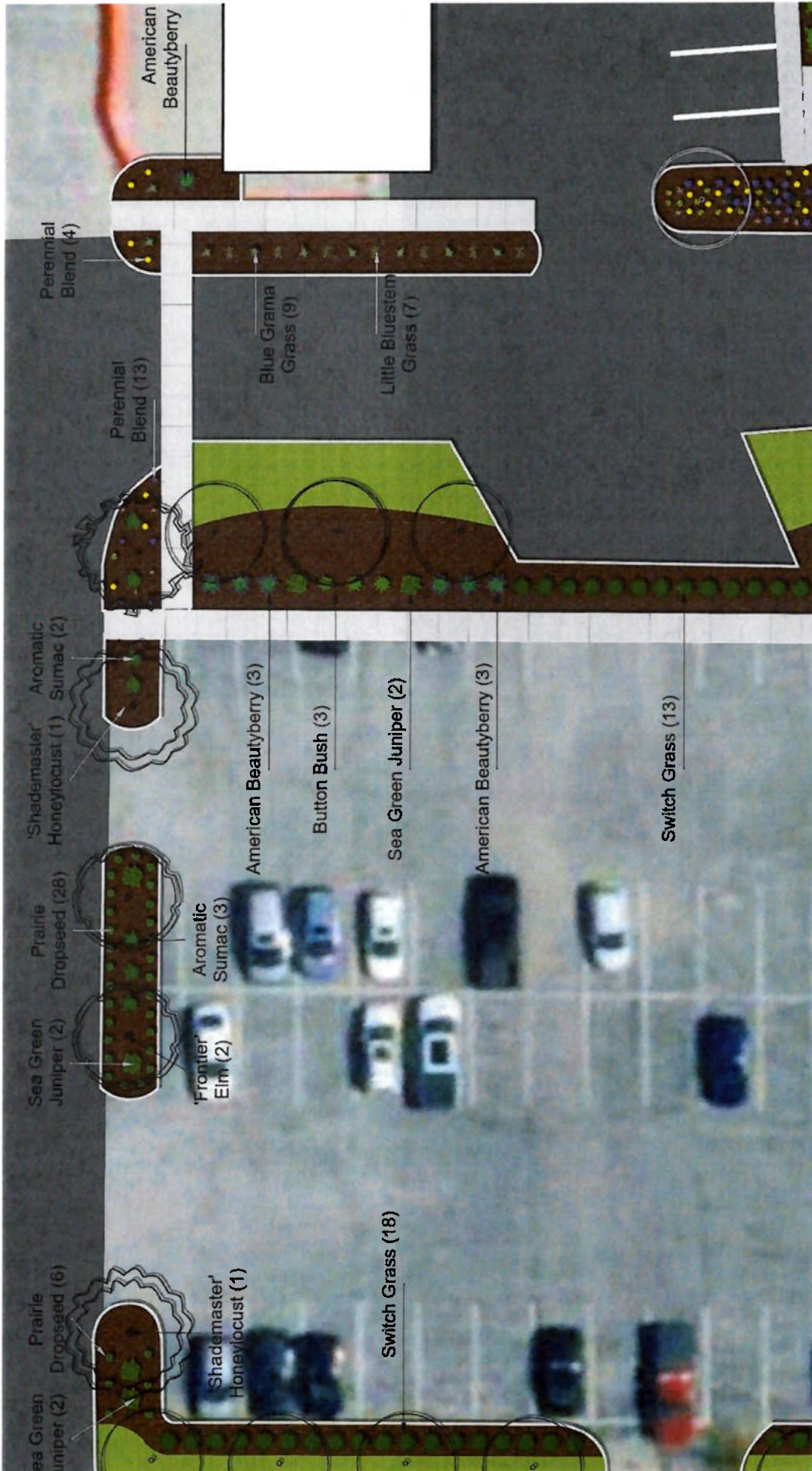
Revision 2

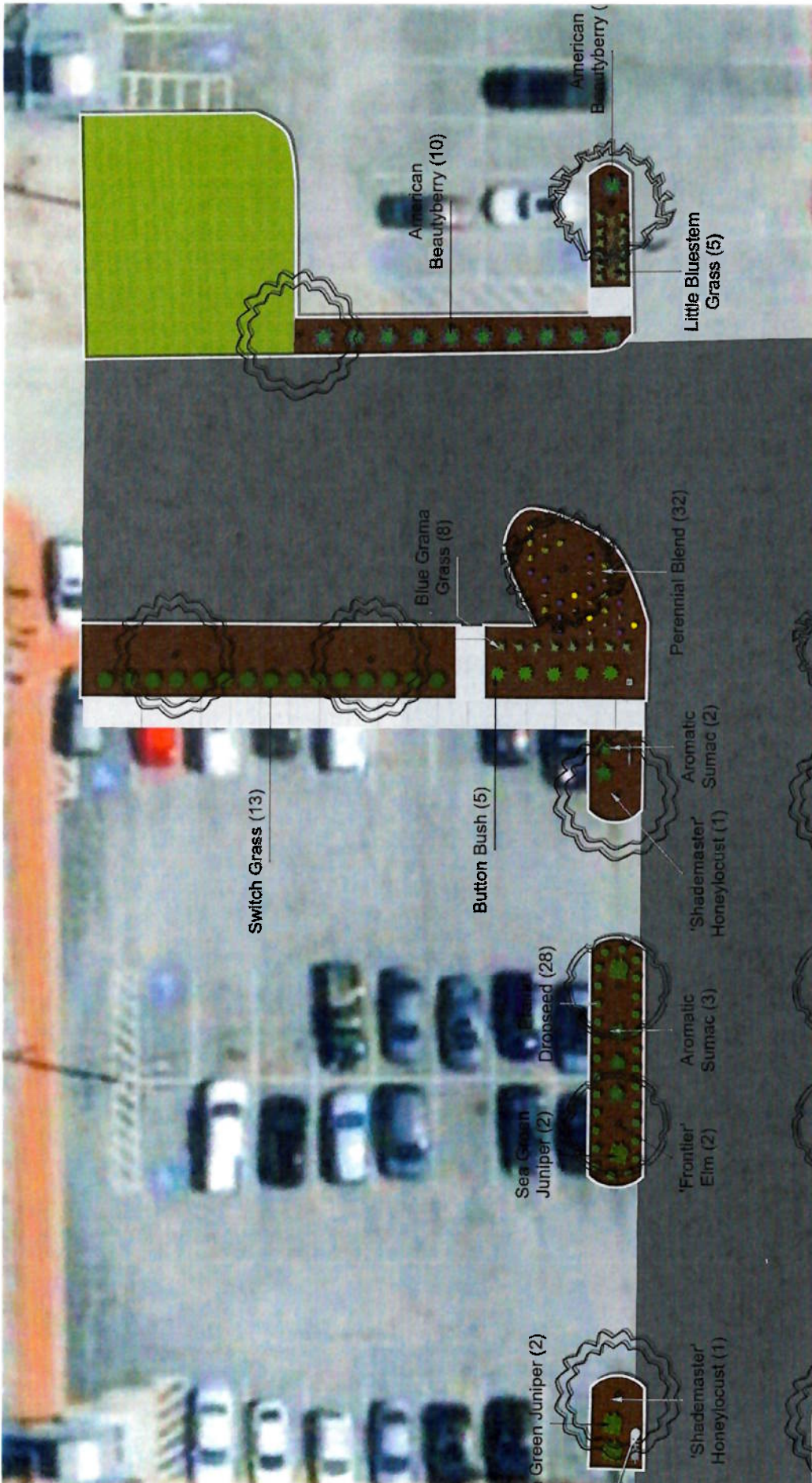












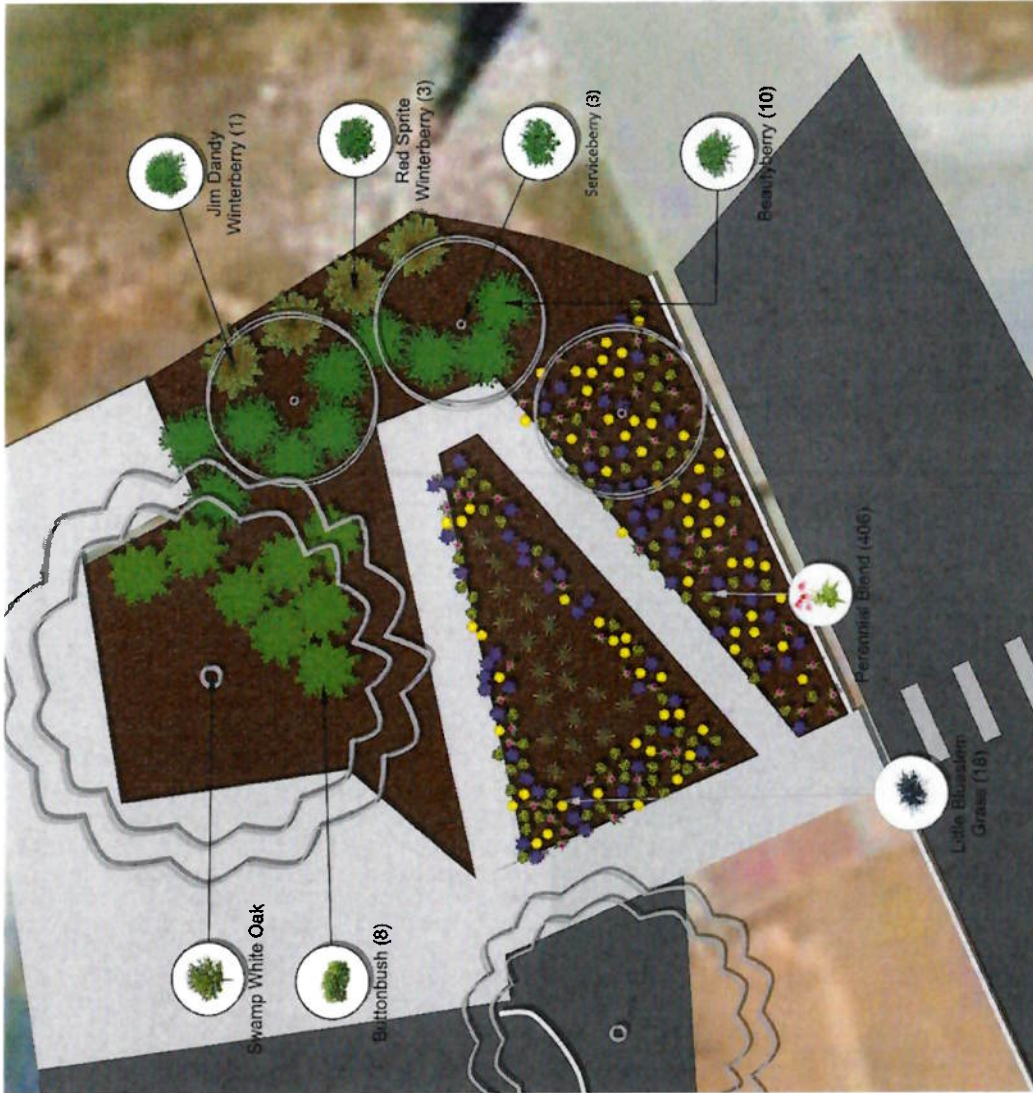












Tree leaves removed for viewing
* Contours are not shown



RYAN

SCOPE OVERVIEW



RYAN

SCOPE OVERVIEW



RYAN

SCOPE OVERVIEW



RYAN

SCOPE OVERVIEW



RYAN

SCOPE OVERVIEW

Little Bluestem

Sun: Full

H: 2-3" W: 18"

Blooms: Plumes appear in mid to late Summer and persist through Fall.

Notes: Native, fall color.

Pruning: Form usually kept for winter interest. Pruning to be done late winter, early spring.

Water: Prefers moist conditions but is drought tolerant. When recently installed water when top 2 inches of soil are dry.



Prairie Dropseed

Sun: Full Sun

H:1'-2' W:1'-2'

Blooms: Mid-Late Summer

Notes: Native, deer resistant, drought resistant

Pruning: Early Spring. Leave uncut in winter, as it adds winter interest and insulates roots against frost

Watering: Low to moderate, water when top 1-2 inches of soil is dry. When established (1-2 years after planting), can tolerate drought; water when top 2-3 inches of soil is dry.



Blue Grama Grass

Sun: Full Sun

H:2'-3' W:2'-3'

Bloom:Spring to Early Fall

Notes: Semi Evergreen, Native,
Drought Tolerant, Attracts Birds,
Deer Resistant, Winter Interest

Pruning:Prune in Late Winter-
Early Spring

Water: Use provided Moisture
Meter to check soil moisture
conditions. If the meter indicates
'Dry', it's time to water!



Switchgrass

Sun: Full

H: 3-4' W: 3'

Blooms: Blooms in early fall

Notes: Native, Attracts birds for shelter

Pruning: Form usually kept for winter interest. Pruning to be done late winter, early spring.

Water: Prefers moist conditions, avoid dry soil. When recently installed water when top 1-2 inches of soil are dry.



Sea Green Juniper

Full Sun

H: 3-4', W:5-6'

Blooming: none, evergreen, new tips in spring, summer.

Notes: Deer tolerant, Year round interest, Cold and Heat tolerant

Pruning: Not done often, usually in early spring, to same size

Water: Average-low, Water deeply when the top 2 inches of soil is dry. 1 to 2 times per week or less.



Fragrant Sumac

Sun: Full Sun to Part Shade

H: 2'-3' W: 6'-8'

Blooming: Early Spring

Notes: Rabbit resistant, drought resistant, fall color

Pruning: Late Winter, Early Spring. Prune when canes are leafless before new buds appear

Watering: Water when top 1-2 inches of soil is dry avoid overly wet conditions. Keep moist but not soggy



Frontier Elm

Sun: Full Sun

H: 40' W: 30'

Blooming: None

Notes: Great fall color. Tolerant of poor soil, no seeds. Dutch elm disease resistant

Pruning: Winter- prune regularly to provide air circulation no more than $\frac{1}{3}$ of the canopy.

Watering: Low to moderate. Use provided Moisture Meter to check soil moisture conditions. If the meter indicates 'Dry', it's time to water!



Shademaster Honeylocust

Sun: Full Sun

H: 60' W: 35-40'

Blooming: Does not bloom.

Notes: Native, thornless, podless. Gold fall color

Pruning: Early Spring, prune regularly to provide air circulation no more than $\frac{1}{3}$ of the canopy.

Watering: Until established, water when top 1-2 inches of soil is dry. When established (1-2 years after planting), can tolerate drought; water when top 2-3 inches of soil is dry.



Coreopsis

Full Sun

H:18" -24" W:12"

Bloom: Early Summer to mid Fall.
Blooms attract butterflies and other pollinators. Is deer and rabbit resistant.

Pruning: Prune top $\frac{1}{3}$ back midsummer helps keep a tidier appearance and promote fall reblooming. Leave foliage overwinter to protect roots and cut back before new growth in spring.

Watering: Use provided Moisture Meter to check soil moisture conditions. If the meter indicates 'Dry', it's time to water!



Walker's Low Catmint

Sun: Full Sun

Size: H:2'-3' W:2'-3'

Bloom: Summer, Fall

Notes: Fragrant, Low Maintenance, Deer & Rabbit Resistant, Attracts Hummingbirds, Pollinators and Butterflies.

Pruning: Cut back after 1st flowers to promote reblooming.

Watering: Use provided Moisture Meter to check soil moisture conditions. If the meter indicates 'Dry', it's time to water!



Purple Coneflower

Sun: Full Sun to Part Shade

H:3' W:2'

Bloom: Blooms in Summer,

Notes: Native, attracts butterflies, birds, and bees. Stalks flatten out after flowers are spent

Pruning: Cut back entire plant to base late fall to early winter. Can leave spent flowers for winter interest and cut back in spring.

Watering: Dry to Medium. Let the top 2-3 inches of soil dry before watering again. Can tolerate some drought after establishment.



Serviceberry

Sun: Full Sun

H: 10'-15' W: 8'-10'

Blooms: Early Spring. Has Strong Fall color

Notes: Attracts Bees, Butterflies, Birds.

Pruning: Low Maintenance, prune after flowering to prevent breakage and keep a delicate shaping.

Watering: Low to moderate. Use provided Moisture Meter to check soil moisture conditions. If the meter indicates 'Dry', it's time to water!



Holly, Jim Dandy Winterberry

Sun: Full- Partial Sun

H: 3'-5'-8' W: 5'-5'

Blooms: late spring white flowers, & bright red berries appearing in late summer. Adaptable to both light and heavy soils, but prefers moist, acidic, organic soils. Good tolerance for wet conditions. An excellent pollinizer for berry production on early-flowering female varieties such as Red Sprite. One 'Jim Dandy' will generally be sufficient for pollinating 9-10 female plants. (50ft)

Pruning: to be done in Late winter, Early spring, often to a shape

Watering: Requires Consistent and deep watering until established. Becomes drought tolerant after. Keep soil moist, water when top 2-3 inches of soil is dry.



Red Sprite Winterberry

Sun: Full Sun- Part Shade

H:3-5' W:3-5'

Blooms: Berries appear in fall and persist into spring.

Notes: Deer resistant, rabbit resistant and tolerant of salts.

Pruning: Not required for shaping. Remove old, faded foliage before new leaves emerge in early spring. Not evergreen.

Water: Until established, water when top 1-2 inches of soil is dry. When established (1-2 years after planting); water when top 2-3 inches of soil is dry.



Buttonbush

Sun: Part Sun - Full Sun

H: 4'-5' W: 4'-5'

Blooms: Summer and fall

Pruning: Early spring if needed.
Pruning not required.

Watering: Use provided Moisture
Meter to check soil moisture
conditions. If the meter indicates
'Dry', it's time to water!



American Beautyberry

Sun: Full Sun

H: 4'-5' W: 3'-4'

Blooming: Tiny white flowers in late spring, berries in summer.

Notes: The berries are edible!

Pruning: No need for deadheading. Pruning should be done in early spring, as flowers grow on new growth.

Watering: Keep soil moist, water when top 1-2 inches of dirt are dry.



Swamp White Oak

Sun: Full Sun

H: 45' W: 35-40'

Blooming: Does not bloom.

Notes: A native with heavy textured leaves, very adaptable to wet and poor soil conditions.

Pruning: Early Spring, prune regularly to provide air circulation no more than $\frac{1}{3}$ of the canopy.

Watering: Until established, water when top 1-2 inches of soil is dry. When established (1-2 years after planting), can tolerate drought; water when top 2-3 inches of soil is dry.



Blue Zinger Sedge Grass

Sun: Full Sun to part shade

H: 6"-1' W: 2'-3'

Notes: Deer resistant

Blooms: Late Spring to Early Summer

Pruning: Late Winter early spring, cut back by 1/3

Water: Low to moderate, water when top 1-2 inches of soil is dry. When established (1-2 years after planting), can tolerate drought; water when top 2-3 inches of soil is dry.



Wild Ginger

Sun: Partial Shade - Full Shade

H: 6"-12" W: 12"-18"

Blooms: All Spring, All Summer, Late Fall

Notes: Great for groundcover. Pest and disease resistant. Prefers well-drained soils.

Pruning: Clumps can be divided in the spring or early fall to maintain vigorous growth and prevent it from overgrowing.

Watering: Use provided Moisture Meter to check soil moisture conditions. If the meter indicates 'Dry', it's time to water!



Thank you for supporting an **employee-owned** company!

[How all Started - Our Story](#)



CITY OF PARKVILLE

Policy Report

Date: April 17, 2026

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Approve Work Authorization #15 with GBA for the design of the trail and parking lot for Platte Landing Park (Parks)

BACKGROUND:

This work authorization with George Butler Associates (GBA) provides professional engineering, survey, and landscape architecture services for the design of a new parking lot and trail improvements at Platte Landing Park. GBA is an approved provider under the City's **Engineering and Architectural Professional Services Agreement**, which was approved by the Board of Aldermen for the term of October 3, 2025 through October 2026. This work authorization is being issued pursuant to that on-call agreement.

The project supports the future inclusive playground and includes:

- Replacement of an existing deteriorated asphalt trail with a new concrete trail
- Construction of a new 10-foot-wide multi-use trail connection
- Design of a new parking lot to improve access and serve the inclusive playground and soccer fields
- Associated grading, drainage, and landscape restoration

These improvements will enhance accessibility, safety, and connectivity between Downtown Parkville, English Landing Park, and Platte Landing Park.

The City has been awarded a Platte County Outreach Grant in the amount of \$80,000, which will be applied toward the total cost of this project.

Scope of Services:

The \$72,438 design cost includes:

- Surveying and data collection
- Design development plans and construction documents
- Environmental permitting (NPDES/SWPPP)
- Bid phase support
- Construction phase services (site visits, submittal review, meetings)

Schedule:

- Design Start: May 2026 (anticipated)

- Estimated Completion of Design: Late Summer 2026

STRATEGIC GOAL(S):

Parks and Recreation

BUDGET IMPACT:

The Parks Fund includes \$175,000 for the Platte Landing Park Inclusive Playground and Trail Project in the line item 41.560.52-50-00 on page 42 of the 2026 Budget.

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 approval of Work Authorization #15 with George Butler Associates in the amount of \$72,438 for the design of trail and parking lot improvements at Platte Landing Park.

POLICY:

The Purchasing Policy, Resolution No. 23-016, requires Board of Aldermen approval for all expenses above \$50,000, upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve Work Authorization #15 with George Butler Associates in the amount of \$72,438 for the design of trail and parking lot improvements at Platte Landing Park.

ATTACHMENTS:

1. GBA WA 15- Parking & Trails Design



WA # 15

Work Authorization 15

City of Parkville
Department of Public Works

Preparation date:

To: George Butler Associates, Inc.
9801 Renner Boulevard
Lenexa, KS 66219-9745

General Scope of Work Description/Project:

Provide Professional Engineering Services – Site Construction Documents for Park Improvements

GBA to provide Civil, Survey and Landscape Architecture Services for the design of support infrastructure for the future Inclusive Playground to include a new parking lot and trail.

Proposal dated April 10th, attached

Professional Services On-Call Agreement dated October 3, 2023-2026

Primary Tasks: (List task and hours):

Estimated Total: \$ 72,438.00

Project Start Date:

Estimated Completion Date: 12/31/2026

Budget Account Code: 48. 525.06-05-03

Signature: _____

Schedule:

Authorization:

City Administrator: _____

Date: _____

Department Head: _____

Mayor: _____

April 10, 2026

Brittanie Propes, CPRE
Parks and Recreation Director | City of Parkville
8880 Clark Ave | Parkville, MO 64152

SUBJECT: Site Design Proposal
WA #15 - Site Construction Documents for Park Improvements

Ms. Propes,

George Butler Associates Inc. (Consultant/GBA) is pleased to submit this proposal setting forth Civil, Survey and Landscape Architecture Services to be provided for the design of support infrastructure for future Inclusive Playground to include a new parking lot and trail in Parkville, Missouri. GBA will provide the following Scope of Services to the City of Parkville (Owner/Client). After you have reviewed the contents of this proposal, please move forward with a new Work Authorization.

PROJECT DESCRIPTION

The Project as shown on Exhibit A, connects the City's future inclusive playground, located in Platte Landing Park north of Friends Shelter to Downtown Parkville to English Landing Park. The project includes a new accessible trail, parking lot, and landscape restoration ensuring the playground is safely and equitably accessible to individuals of all abilities.

North of Rush Creek, an existing 5- to 6-foot-wide asphalt trail currently connects to the low-water crossing entrance at English Landing Park. This trail is currently in poor condition. Due to existing topographic constraints, the trail will be removed and replaced with a new concrete trail of similar width to improve safety, accessibility, and long-term durability.

South of Rush Creek, there is currently no pedestrian or trail connection along the west side of S. Main Street between Rush Creek and the proposed inclusive playground site. This project will construct a new 10-foot-wide concrete multi-use trail along this corridor, creating a continuous, safe route between Downtown Parkville, English Landing Park, and Platte Landing Park.

This project supports the City's long-range parks and trails planning by closing a critical gap in the trail network and expanding accessible recreational opportunities. By connecting major parks and destinations, the trail promotes physical activity, mental wellness, and inclusive access to public spaces for residents of all ages and abilities.

The Consultant shall include civil, surveying and landscape architecture services required of this project as further defined in the scope of work.

SCOPE OF SERVICES:

GBA will provide the following Services:

A. Project Management / Meetings**1. Project Management**

GBA will provide project management services during the design process and will meet with the City's representative (in-person) to discuss the project scope. The first meeting will be a kick-off design meeting on-site to confirm design direction and proposed layout. The second meeting will review the Design Development Drawings. GBA will attend a third meeting to review 95% Site Construction Drawings with the City. At this meeting we will confirm bidding requirements.

B. Construction Drawing Services**1. Survey Services**

GBA will perform a topographic survey for the area of the parking lot and an area of approximately 50' wide for the future trail corridor covering approximately 2.5 acres. The survey will collect horizontal and vertical data sufficient to produce 1-foot contour intervals and will locate visible above-ground features, including trees, drainage structures, utilities visible or marked, and other relevant site elements. Horizontal Survey control will be established and tied to the Missouri State Plane Coordinate System. Elevations will be tied to the North American Vertical Datum of 1988 (NAVD88). Deliverables will include a CAD base file depicting all surveyed features and a topographic surface supporting 1' contours.

2. Design Development Plans

GBA will prepare Design Development (DD) drawings for improvements as identified on attached **Exhibit A**. Design Development will include site plan, demolition plan, dimension plans, trail sections, and grading plans.

Deliverables:

Design Development Drawings for review

3. Site Construction Documents

GBA will prepare site construction documents for the parking lot and trail improvements. Plans are anticipated to include the following sheets:

- Cover Sheet
- General Layout / General Notes
- Survey
- Demolition Plan
- Site Plan
- Dimension Plan
- Grading & Erosion Control Plan
- Landscape Restoration Plan
- Construction Details

Deliverables:

- 95% Drawings for review
- 100% Drawings for Bidding

4. Project Manual

The City will provide the City's front end specifications (including contracts, bonds, insurance, etc.) GBA will input contract documents and prepare a Project Manual for Bidding. This includes the preparation of Description of Scope of Work and Schedule of Values.

C. Environmental Engineering Services

1. NPDES / SWPPP

GBA will prepare and submit to the City a Missouri Department of Natural Resources (MDNR) ePermit application for a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit for the proposed project. As required by the permit, GBA will obtain cultural resource and threatened & endangered species information through written contact with State and Federal agencies. The ePermit application will consist of completing the preliminary project information into the MDNR ePermitting system for completion by the City. The City will be responsible for final certification of the ePermit application as well as the permit fee of \$500. As required by the Construction Stormwater Permit, GBA will prepare a Stormwater Pollution Prevention Plan (SWPPP) to be maintained on-site by the contractor during construction activities.

Deliverables:

- MDNR ePermit Application
- Stormwater Pollution Prevention Plan (SWPPP)
- Erosion and Sediment Control Plan (ESC)
- Grading Plan

D. Bid Phase Services

1. Bid Support

- Prepare and issue plans and specifications for bidding
- Contact potential contractors to generate interest.
- Facilitate pre-bid meeting to review project scope, requirements, and answer questions.
- Respond to bidder inquiries and provide technical clarification.
- Prepare and issue addenda as needed to revise or clarify bidding documents.
- Review bids for responsiveness and completeness, including contractor qualifications.

E. Construction Phase Services:

1. Construction Period Site Visits

GBA will visit the site 5 times during construction, estimated at 4 hours each to meet with the contractor and observe site construction progress. GBA will provide a field report for each visit. A total of 20 hours has been assumed for these visits.

2. Answer contractor RFI's

GBA will respond to Contractor issued Request for Information (RFI). A maximum of 8 hours has been assumed for these responses.

3. Review submittals / Pay applications

GBA will review shop drawings and product submittals for site features and provide feedback to ensure conformity with plans, City requirements, and design intent. GBA will review concrete cylinder results, aggregate gradation results, and compaction testing results. GBA will review the conformance survey of field prior to sodding. Submittals are anticipated to be reviewed and returned to Client within 10 business days from initial receipt of each submittal. GBA will review monthly contractor pay applications including reviewing the schedule of value and any change orders. A total of 10 hours has been assumed for these reviews.

4. Construction Phase Meetings / Pre-Construction Meetings / Pre-Installation Meetings

GBA will meet with the City and Contractor on a Bi-weekly basis throughout the construction period, estimated at 3 months. Meetings are anticipated at two hours each. GBA will attend the pre-construction meeting as well as 3 pre-installations meetings (concrete, parking lot and grass). A total of 18 hours has been assumed for these meetings.

5. Substantial and Final Completion Punch Lists

GBA will visit the site upon substantial and final completion of site improvements and prepare reports of deficiencies recommended for the contractor to correct prior to final City acceptance. This is estimated at 5 hours.

PROJECT ASSUMPTIONS:

We have made several assumptions in the preparation of this proposal. These assumptions and subsequent explanations are as follows:

1. Construction documents will be prepared and submitted as outlined in "Scope of Services". Any additional items other than as described above will be considered additional services and will require additional fees to be negotiated prior to the preparation of said additional work.
2. Filing fees, recording fees, and submittal fees as required by the governmental agencies shall be paid by the City.
3. Proposal is based on attached Exhibit A. Substantial deviation from this plan may require additional services.
4. Design will be completed in AutoCAD.

5. Plans will be prepared as one set of plans and will not be phased. Separate mass grading, land disturbance, utility packages, or other phases, will be considered additional services.
6. Additional Studies, Exhibits, or Renderings requested by the Client will be considered additional services.
7. Fees proposed in this agreement assume the development of a single design for the site.
8. Additional meetings or other requests will be invoiced at GBA's standard hourly rates.

Land Surveying Assumptions:

9. Utilities will be shown on the survey that have been marked by One Call or are visible on the surface. Private utilities may exist on site that may be located with private utility locates, ground penetrating radar, or potholing. These services may be provided for additional fees.
10. Pipe flowline elevation and size information will be collected from the surface. Buried pipe bends and unmarked junctions to pipes may be present. No entry into confined spaces is included with this proposal.

Bid Phase Services:

11. It is assumed GBA will not be responsible for development of bid form, organizing pre-bid meetings, construction contracts, etc.
12. GBA will attend one pre-bid meeting in person.

Construction Phase Assumptions:

13. No Construction phase testing is included in GBA's scope. All construction phase and material testing including compaction monitoring, concrete, asphalt, and other material QA/QC testing will be provided by a qualified third-party testing agency contracted directly with the Client.

ADDITIONAL SERVICES:

The following items are not included in this Scope of Services:

Civil Engineering Services:

1. Any off-site improvements such as sanitary sewer or water main modifications, improvements, or extensions
2. Utility design associated with the construction or relocation of gas, electricity, telephone or other utility main line extensions to and on-site
3. Stormwater Reports or Studies
4. Structural design or calculations
5. Traffic Engineering, Counts, Studies, or Reports (briefly described above).

Environmental Engineering Services:

6. Environmental permitting or studies, including US Army Corps of Engineers Section 404 Wetland Identification, Delineation, Permitting or Mitigation, Cultural Resource Surveys, and Phase I or Phase II Environmental Site Assessment.

Bid Phase Services:

- 7. Opinion of Probable Cost (OPC) – GBA can provide an opinion of probable costs for \$3,000.

GBA can provide these services if required and/or requested by the Client. We will execute a separate agreement for these services.

In the event the Client determines that the project limits should be adjusted significantly or if the scope of the Engineer’s Services should be revised due to changes in the project size, complexity, completion schedule, character of construction, or for other reasons, or if the Engineer is requested to make revisions in drawings or contract documents prepared under this contract and previously approved by the Client, then such services of the Engineer shall be considered Additional Services.

SCHEDULE

For the design of this project, GBA is available to begin immediately and can have the design scope completed within 4 months from the kick-off meeting including City Review. Possible schedule milestones could be:

Notice to Proceed:	May 4, 2026
Design Development for City Review:	June 19, 2026
100% Drawings for City Review:	August 3, 2026
Notice to Bid:	August 24, 2026
Bid Day:	September 29, 2026

FEE AND BASIS OF PAYMENT:

Our fee for the services will be provided based on the contract requirements of the current on-call contract. Expenses for the construction services will be invoiced and reimbursed to GBA per the current on-call contract. Invoices will be sent monthly for work hours completed the previous month and will become due and payable within thirty (30) days per the current on-call contract.

FEE BREAKOUT:

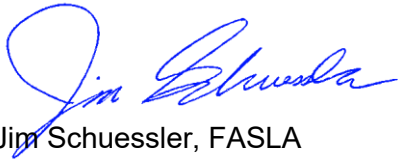
The following is the anticipated breakdown of hours per task.

4/10/2026 Parkville Fee Proposal												
CLASSIFICATION	ASC	Sr AES	Proj AES	Proj AES	Dsgn AES	Dsgn Tech	SLS	RLS	CLER	TOTAL	TOTAL	
STANDARD HOURLY CHARGEOUT RATE	\$ 266	\$ 212	\$ 186	\$ 186	\$ 166	\$ 134	\$ 180	\$ 158	\$ 114	HOURS	COST	
A Meetings and Administration												
Project Management	6		1	8					6	21	\$ 3,954.00	
Subtotal	6	0	1	8	0	0	0	0	6	21	\$ 3,954.00	
B Construction Drawing Services												
1 Survey Services												
Topographic Survey						28	4	16		48	\$ 7,000.00	
2 Design Development Plans												
Cover Sheet				8						8	\$ 1,488.00	
Demolition Plan / Clearing and Grubbing				8						8	\$ 1,488.00	
Site Plan / Dimension Plan				12						12	\$ 2,232.00	
Grading				8	16					24	\$ 4,144.00	
Landscape Restoration Plan				6						6	\$ 1,116.00	
QA/QC	4			8						12	\$ 2,552.00	
Meetings / City Comments	4			8						12	\$ 2,552.00	
3 Site Construction Documents												
Cover Sheet				2						2	\$ 372.00	
General Layout / General Notes				8						8	\$ 1,488.00	
Demolition Plan / Tree Protection				2						2	\$ 372.00	
Site Plan				4						4	\$ 744.00	
Dimension Plan				4	6					10	\$ 1,740.00	
Grading & Erosion Control Plan			6	8	8					22	\$ 3,932.00	
Landscape Restoration Plan				4						4	\$ 744.00	
Construction Details				8						8	\$ 1,488.00	
Parking Signage					6					6	\$ 996.00	
Traffic Control		8								8	\$ 1,696.00	
QA/QC	4			8						12	\$ 2,552.00	
Meetings / City Comments	4			8						12	\$ 2,552.00	
3 Project Manual												
Project Manual	6			12					2	20	\$ 4,056.00	
Subtotal	22	8	6	126	36	28	4	16	2	248	\$ 45,304.00	
C NPDES/SWPPP	2	2	8	16	4				2	34	\$ 6,312.00	
D Bidding	3		8	16						27	\$ 5,262.00	
Subtotal	0	0	0	0	0	0	0	0	0	61	\$ 11,574.00	
E Construction Period Services												
Site Visits				20						20	\$ 3,720.00	
Answer RFIs				8						8	\$ 1,488.00	
Submittals/ Pay Apps				10						10	\$ 1,860.00	
Construction Meetings				18						18	\$ 3,348.00	
Final Punch				5						5	\$ 930.00	
E. Total	0	0	0	61	0	0	0	0	0	61	\$ 11,346.00	
Expenses											\$ 260.00	
Subtotal											\$ 260.00	
SUBTOTAL	28	8	7	134	36	28	4	16	8	330	\$ 72,438.00	
TOTAL FEE											\$ 72,438.00	

Thank you again for the opportunity to present this scope and fee proposal. Should you have any questions or require further information, please do not hesitate to give us a call. We look forward to continuing our working relationship with you as your exciting project proceeds.

After you have reviewed this agreement and if you find its contents acceptable, please proceed with approval of Work Authorization #15. Upon execution of this Work Order, we will request a meeting to discuss project and submittal schedules to supply the above Scopes of Services.

Respectfully submitted,
GEORGE BUTLER ASSOCIATES, INC.



Jim Schuessler, FASLA
Project Manager / Landscape Architect

Attachments:
Exhibit A – Proposed Project Site

Exhibit A

