



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#25-008) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 12, 2026 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
Robert Unger
Adam Rossbach
Phillip Wassmer (Liaison)

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the July 8, 2026, regular meeting

4. ACTION AGENDA

- A. Review and Approval of the 2027 Parks Capital Improvement Plan (CIP) Budget
- B. Review and Approval of Legion Palooza Special Event Application

5. STAFF UPDATES ON ACTIVITIES

- A. Parks Maintenance Updates
- B. Parks Project Updates
- C. Parks Programs and Events

6. MISCELLANEOUS ITEMS FROM THE BOARD

7. ADJOURN



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#26-006)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, July 8, 2026 6:00 PM

City Hall Board Room

1. CALL TO ORDER

The meeting was called to order at 06:04 PM on July 8, 2026.

Roll was called by Laura MacAllister, Public Works Department Assistant.

Members present were:

Adam Zink

Linda Arnold

Michelle Flamm

Dana Laiben

Amanda Blackwood

Nathan Askren

Adam Rossbach

Phil Wassmer (Liaison)

Absent with prior notice were:

Steven Sturgess

Absent:

Robert Unger

A quorum of the Board was present.

Brittanie Propes, Parks & Recreation Director; Chris Ashley, Project Manager; Melissa Bazert, City Clerk and Laura MacAllister, Public Works Assistant, were present on behalf of the City.

2. CITIZEN INPUT

There were no citizen comments.

3. CONSENT AGENDA

A. Approve the minutes for the May 13, 2026, regular meeting.

ACTION: Michelle Flamm moved to approve the May 13, 2026 regular meeting minutes. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

4. ACTION AGENDA

A. Consideration of Pocket Park Stair Artwork Project

Parks Director Brittanie Propes introduced artist, Samantha Ortiz, and discussed Pocket Park stair artwork project as well as funding.

Samantha Ortiz addressed the committee about the project and her background as well as individual features within the project.

Adam Zink and Chris Ashley asked about maintenance and durability concerns. The presentation is available in the meeting packet.

ACTION: Michelle Flamm moved to approve the proposed Pocket Park stair riser artwork project in partnership with the Main Street Parkville Association and MU Extension's Community Arts Program, subject to final staff review and execution of an artist maintenance agreement. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

B. Consideration of Acceptance of the John Schott Rotary Plaza Project and Funding for Farmers Market Area Improvements

Parks Director Brittanie Propes updated the Board on the proposed John Schott Rotary Plaza Project and the funding plan for improvements to the Farmers Market area. She explained the breakdown of the project's funding sources and noted that the Rotary has committed to handling routine maintenance of the water feature. In addition, the hardscaping costs would be covered through a change order applied to the current landscaping contract.

Dave Rittman spoke to the committee on behalf of the Rotary about their role in the project and clarified the question, "Who is John Schott?" Adam Zink addressed concerns related to naming rights. Brittanie Propes explained that while there is no ordinance, the naming guidelines require a \$100,000 donation. Dave Redman also emphasized the importance of relocating the clock, noting its original cost of \$26,000 and stressing that the relocation must be done carefully according to the project specifications.

Adam Zink addressed concerns about the cost of installing a water line and electricity for the fountain portion of the project. It was noted that the proposed plaza is approximately 1,300 square feet

Further discussion was needed regarding the electrical and water requirements. Rotary indicated that it would contribute approximately \$12,000 toward furniture and \$20,000 toward hardscaping. These contributions were discussed as a way to reduce the City's overall project costs and help make the project financially feasible.

Dana Laiben raised concerns about the construction timeline in relation to Parkville Days. The hardscaping and landscaping work is already scheduled with Ryan Landscaping under the current contract.

A copy of the presentation is available in the meeting packet for review.

ACTION: Michelle Flamm moved to table consideration of the acceptance of the John Schott Rotary Plaza Project and funding for the Farmers Market Area Improvements until additional information is available for CLARB to review at a special meeting. Dana Laiben seconded.

RESULT: Motion Passed: 7-0.

5. NON-ACTION AGENDA

A. Discussion of Parkland Dedication Fee-in-Lieu Study

Parks Director Brittanie Propes presented the Parkland Dedication Fee-in-Lieu Study, noting that the current fee is \$7,000 per acre and is based on an ordinance adopted in 1988. She emphasized the importance of expanding CLARB's role in determining whether donated land or a fee should be accepted, ensuring that any land donation aligns with the Parkville Parks Master Plan. This change would add a step allowing CLARB to review the option and make a recommendation to the Board.

CLARB members acknowledged that the final decision on accepting land or fees rests with the Board of Aldermen; however, they agreed that this added step would provide the Board with a formal CLARB recommendation prior to the BOA deciding.

There was discussion about reviewing the fee schedule more frequently in the future—RIC recommended every five years, and city staff recommended review annually. Questions were raised about where the collected fees go once received by the city. The committee requested that these fees be considered for placement in a dedicated fund for the park system or used specifically for park-related capital projects.

6. STAFF UPDATES ON ACTIVITIES

A. Parks Maintenance

Brittanie Propes discussed the completion of the gate installation at English Landing Park and reported the barricades would be removed shortly.

B. Nature Sanctuary

Brittanie Propes informed the board about extensive damage to the trees at the park, trails, and Nature Sanctuary from recent storms.

C. Programs & Special Events

Brittanie Propes informed the board that turtle research is currently underway in the Parkville Wetlands, and the data will be shared once the study is complete.

Adam Zink added that the project was recently featured on NPR.

She reported that the Wood Duck Box Eagle Scout Project has been completed.

Propes noted that the city is still accepting Eagle Scout projects and referenced the history of the A-truss Bridge project as an example.

She stated that this year's Fourth of July festivities included both the parade and fireworks, despite the rain.

Brittanie Propes shared that the Alley and Pocket Park were rented throughout the World Cup and she had received many positive comments regarding the event and festivities.

She then presented the schedule of upcoming Parks & Rec Month events.

She ended her presentation with the distribution of the bi-annual Program Guide to the board.

7. MISCELLANEOUS ITEMS FROM THE BOARD

Phil Wassmer, liaison, praised the level of detail and quality of Parks Director Brittanie Propes' presentation and offered kudos to her and her team for their contribution

8. ADJOURN

ACTION: Dana Laiben moved to adjourn the meeting at 7:11 pm.
Michelle Flamm seconded.

RESULT: Motion Passed: 7-0.

The minutes for July 8, 2026, having been read and considered by the Community Land and Recreation Board, were approved on this, the 12th day of August 2026.

Laura MacAllister, Public Works Assistant

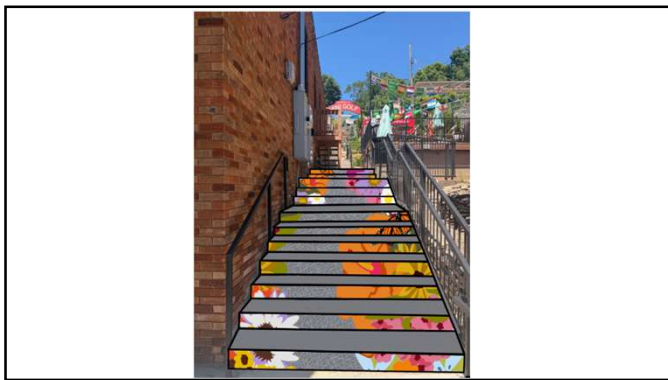
Approval date



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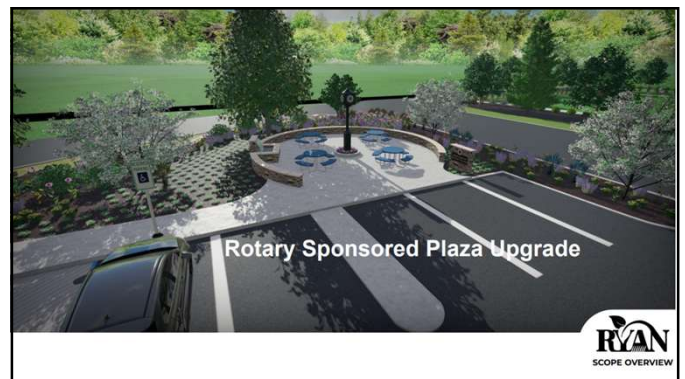
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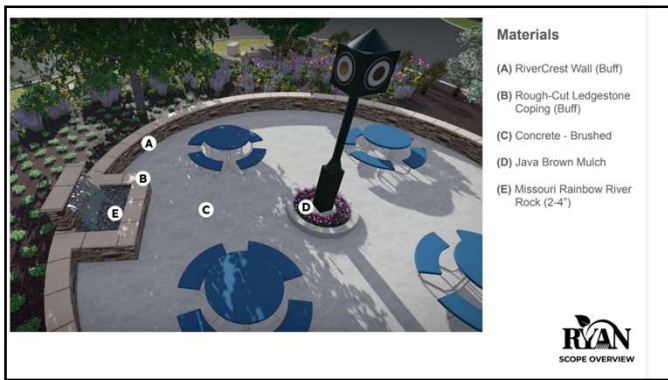


Fountain Materials

Formal Falls 65 Gallon
Basin with built in LED
(Self Draining)
Blue Thumb Illumiflow
6000 GPH pump
Pump Filter
Flexible Hosing
40in Stainless Steel
Spillway Weir



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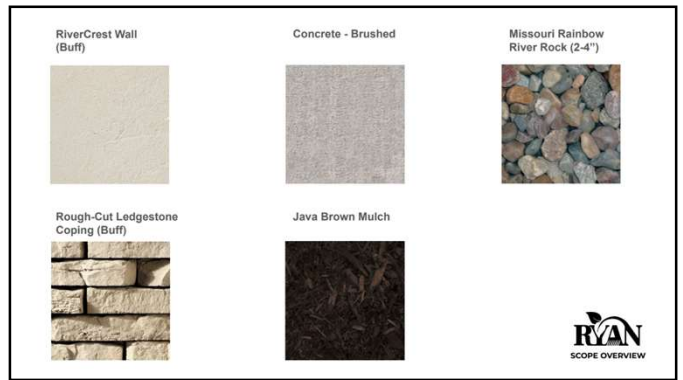


Materials

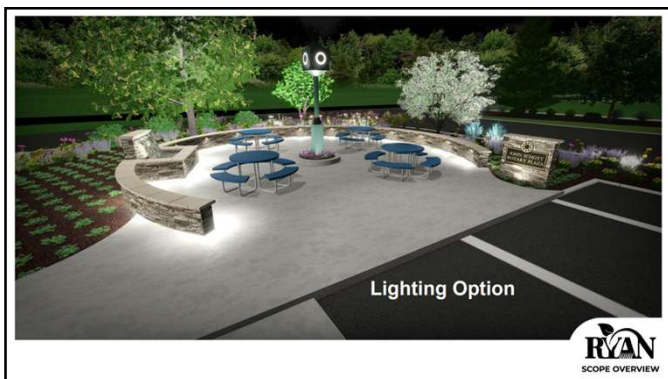
- (A) RiverCrest Wall (Buff)
- (B) Rough-Cut LedgeStone Coping (Buff)
- (C) Concrete - Brushed
- (D) Java Brown Mulch
- (E) Missouri Rainbow River Rock (2-4")



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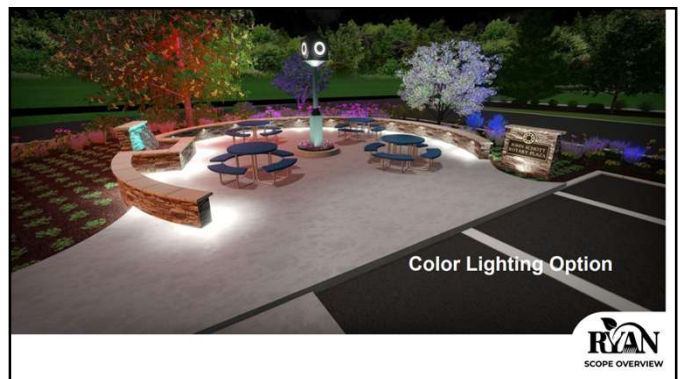
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Lighting Option



11



Color Lighting Option



12



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Proposed Responsibilities

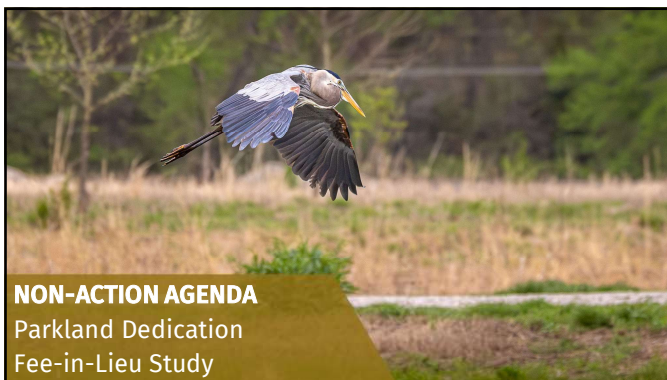
Rotary / Rotary Charities

- Fund proposed John Shott Rotary Plaza improvements
- Total contribution estimated at approximately \$120,000
- Fund plaza amenities and enhancements shown in the concept/renderings
- Ryan's Lawn would provide regular maintenance of the water feature, including spring startup and fall winterization
- Fund four picnic tables
- Work with City staff on final scope, schedule and MOU

City

- Provide water and electrical service to the project area
- Provide a decorative center light pole
- Maintain City insurance/liability coverage for the park area
- Provide normal ongoing trash collection
- Review possible security camera placement
- Coordinate change order with Ryan Lawn & Tree to deduct the overlapping project scope
- Prepare MOU outlining responsibilities and long-term expectations

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Parkville's current parkland dedication methodology was adopted by Ordinance No. 1027 on March 15, 1988.

That means the framework has been in place for approximately 38 years.

Why This Matters

While the process has provided a consistent approach, the fee structure has remained unchanged even though Parkville has seen major changes in:

- Land values
- Development patterns
- Construction costs
- Park system needs
- Community expectations for parks, trails, and recreation amenities

The City asked RIC to evaluate peer community practices and current fee-in-lieu approaches to determine whether Parkville's Development Code should be updated.

The update is intended to keep the City's parkland dedication process fair, current, and better aligned with the actual cost of serving new residential growth

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Current Requirement

Parkville currently requires parkland dedication based on projected residential population. If land is not dedicated, the developer pays a fee-in-lieu of \$7,000 per acre of required parkland.

RIC Recommendation

RIC recommends keeping the same general population-based framework, but updating the calculation and fee amount:

	Current
Parkland dedication calculation	@ \$698/acre

Example: 50-Lot Single-Family Development

Under the current formula, Parkville would require 1.11 acres of parkland or a fee of \$7,770.

Under the proposed formula, Parkville would require 1.85 acres of parkland or a minimum fee of \$22,200.

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	Parkland
Parkville Current	1.11 acres
Parkville Recommended	1.85 acres
Kansas City, MO	1.11 acres

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Land dedication should be reviewed for park system value before acceptance

As part of any code update, staff recommends clarifying the review process so the Parks Department and CLARB have an opportunity to evaluate proposed parkland dedication before the City accepts land.

Why this matters:

- Land should support the park system, not just meet an acreage number
- Aligns with the Parks Master Plan
- Supports future park, trail, open space, or recreation needs
- Helps avoid accepting land that is not usable, accessible, maintainable, or strategically located
- Allows fee-in-lieu when land dedication does not meet the City's park system goals

Main Point

The goal is not just to receive land. The goal is to ensure new development contributes meaningfully to Parkville's long-term parks and recreation system.

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Key Takeaway

Parkville already has a parkland dedication and fee-in-lieu process. The process has not been substantially updated since 1988.

RIC recommends modernizing the calculation and fee amount so new residential growth contributes more appropriately to the park system.

Staff also recommends ensuring any land dedication aligns with the Parks Master Plan and long-term park system goals.

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ELP Gate

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Nature Sanctuary

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Nature Sanctuary

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Turtle Research

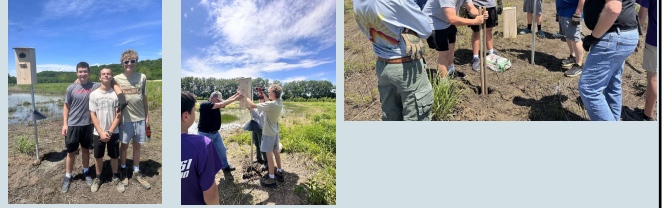
Parkville Wetlands



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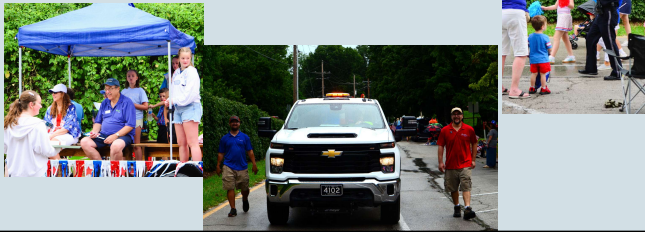
Eagle Scout Project

Wood Duck Boxes



26

4th of July Parade



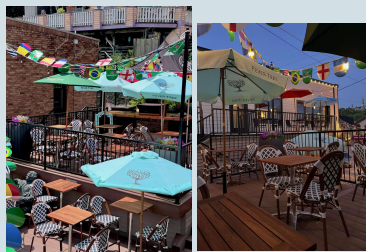
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4th of July Fireworks



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World Cup



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Upcoming Events

- 7/1-7/30 Parks and Rec Month Activities
 - Art in the Park, Storytime, Science, Yoga Hike, Park Pop Ups, Volunteer Workday
- 7/4 4th of July Parade and Celebration
- 7/11 Movie Night at Creekside at 7 pm
- 7/11 Rock the Park Concert at 6 pm
- 7/18 Stars, Stripes, and Shop Event at ELP
- 7/31 Final Fridays in the Alley
- 8/1 Paper Shredding and Recycling event at PLP
- 8/2 Heatwave Half Marathon
- 8/16 Ronald McDonald Charity 5K
- 8/21-8/23 Parkville Days
- 8/28 Final Fridays in the Alley



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CITY OF PARKVILLE Policy Report

Date: August 11, 2026

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

Cindy Gray, Finance Director

ISSUE:

Review and Approval of the 2027 Parks Capital Improvement Plan (CIP) Budget

BACKGROUND:

As part of the City's annual Capital Improvement Program (CIP) process, CLARB is asked to review proposed capital projects related to the City's parks, trails, and the Parkville Nature Sanctuary. The CIP is a five-year planning document that identifies anticipated capital projects, establishes priorities and estimated costs, and identifies potential funding sources for those improvements.

Projects included in the parks-related CIP are informed by priorities identified in the 2025 Parks and Recreation Master Plan, along with ongoing asset maintenance, replacement, and operational needs identified through the management of the park system. Together, these considerations help guide the timing and prioritization of capital investments over the five-year planning period.

In addition to City funding sources, the CIP may identify potential outside funding opportunities, such as grants, partnerships, or other sources that could help fund a project or provide funding that requires a City match.

CLARB's review at this time is limited to the five-year CIP. A separate review of the Parks Fund operating budget will be presented to CLARB later in the annual budget process. The park- and trail-related CIP includes projects supported by three primary City funding sources within CLARB's area of review: the Parks Fund, Nature Sanctuary Fund, and Use Tax Trails.

Parks Fund

The Parks Fund is the primary funding source for the City's park system, including the Parkville Nature Sanctuary. A significant source of revenue for the fund is Proposition P, the one-half percent parks sales tax approved by Parkville voters in 2019. Proposition P provides dedicated funding for local parks, including park land, facilities, operations, improvements, and recreation amenities.

The Parks Fund also receives support through a transfer from the City's General Fund. Together, these resources support the operation and maintenance of the park system and may also be used for capital improvements identified in the CIP. Maintenance, equipment, and staffing associated with the Parkville Nature Sanctuary are included within the Parks Fund rather than being funded through a separate operating fund.

Nature Sanctuary Fund

The Nature Sanctuary Fund consists of the remaining balance of funds donated specifically for the

Parkville Nature Sanctuary. Because these funds are restricted for use at the Nature Sanctuary, the remaining balance may only be used for projects or improvements that directly benefit the Sanctuary. Routine maintenance, equipment, staffing, and other operational expenses associated with the Sanctuary are included within the Parks Fund. The Nature Sanctuary Fund therefore represents only the remaining restricted donation funds available for qualifying Sanctuary projects.

Use Tax: Trails

Use Tax Trails represents the portion of the City's Use Tax that is specifically dedicated to trail improvements. Proposition T, approved by Parkville voters in November 2023, established the City's local Use Tax for trails and transportation. Twenty percent of the revenue is dedicated to the construction, maintenance, repair, and improvement of pedestrian corridors, multi-use trails, and recreation trails. The City tracks this dedicated portion separately as Use Tax Trails, and the CIP identifies proposed trail projects that may utilize these funds.

The five-year CIP may also identify outside funding sources for individual projects. These may include state, federal, regional, or other grant opportunities, including projects for which City funds would serve as a required local match. Including these potential sources provides a more complete picture of how projects may be financed over the five-year planning period.

CLARB's review provides an opportunity for the Board to consider the proposed park, trail, and Nature Sanctuary capital projects, their anticipated timing, and proposed funding strategies, and to provide a recommendation as the five-year CIP moves forward through the City's annual approval process.

BUDGET IMPACT:

As presented in the proposed five-year CIP. Funding for individual projects is subject to annual appropriation and approval through the City's budget process.

ALTERNATIVES:

1. Approve the proposed five-year CIP.
2. Approve the proposed five-year CIP, subject to changes.
3. Do not approve the proposed five-year CIP.
4. Postpone consideration of the proposed five-year CIP.

STAFF RECOMMENDATION:

Staff recommends that CLARB recommend approval of the proposed five-year Capital Improvement Program as presented.

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 recommend approval of the proposed Parks Capital Improvement Program as presented.

ATTACHMENTS:

1. 2027-2031 CIP Forecast for Parks Department

2027 -2031 CIP FORECAST
Parks and Recreation

Project No	Name	Strategic Plan Goal	Department	Project Description	City Funding Source	Grant / Financing/ Other	Source of Grant	Total Sources	Through 2026	2027	2028	2029	2030	2031	Future Years
NS2601	Nature Sanctuary Upgrades (2027 Permeable Parking Lot Improvements)	Parks and Recreation	Parks and Recreation	Nature Sanctuary Upgrades (2027 Permeable Parking Lot Improvements) Last of the endowment funds.	Parks Nature Sanctuary	-		200,000	-	100,000	100,000	-	-	-	-
PK2405	Annual Park Beautification and Maintenance	Parks and Recreation	Parks and Recreation	Annual Program to ensure City Parks are in top shape	Parks Sales Tax	-		250,000	-	50,000	50,000	50,000	50,000	50,000	-
PK2407	Main Street Bridge Pedestrian Bridge	Parks and Recreation	Parks and Recreation	Addition of pedestrian bridge across Rush Creek (Completed 2026)	Parks Sales Tax	-		261,008	261,008	-	-	-	-	-	-
PK2502	Conservation Land Management	Parks and Recreation	Parks and Recreation	Annual Conservation Program - Invasive Species Control	Parks Sales Tax	-		250,000	-	50,000	50,000	50,000	50,000	50,000	-
PK2602a	All Inclusive Playground in Platte Landing Park Playground	Parks and Recreation	Parks and Recreation	All Inclusive Playground in Platte Landing Park Playground	Parks Sales Tax	1,000,000	Platte County	1,500,000	100,000	400,000	-	-	-	-	-
PK2602b	All Inclusive Playground in Platte Landing Park Trails/Parking Lot	Parks and Recreation	Parks and Recreation	All Inclusive Playground in Platte Landing Park Trails/Parking Lot	Parks Sales Tax	80,000	Platte County	580,000	-	500,000	-	-	-	-	-
PK2603	ADA Accessible Bridge in English Landing Park	Parks and Recreation	Parks and Recreation	ADA Accessible Bridge in English Landing Park	Parks Sales Tax	100,000	Platte County	400,000	-	-	100,000	200,000	-	-	-
PK2604	Parkville West Bike/Park Design	Parks and Recreation	Parks and Recreation	Bike and Park facilities including community engagement	Parks Sales Tax	-		200,000	-	200,000	-	-	-	-	-
PK2605	Parkville West Bike/Park Construction	Parks and Recreation	Parks and Recreation	Bike and Park facilities	Parks Sales Tax	650,000	Platte County	1,800,000	-	-	650,000			-	500,000
PK2703	English Landing Park Stream Bank Stabilization	Parks and Recreation	Parks and Recreation	Multi-year project to construct the White Aloe Creek flood berm in phases. Will involve flat rock creek banks between railroad tracks and Aloe crossing. (Coordinate with Route 9 project)	Parks Sales Tax	40,000	Platte County Stormwater	250,000	-	-	210,000	-	-	-	-
PK2802	Parks Maintenance Building Improvements and Storage	Parks and Recreation	Parks and Recreation	Install new storage and heaters	Parks Sales Tax	-		75,000	-	75,000	-	-	-	-	-
PK2803	Train Depot, Veterans Memorial, Parking Improvements	Parks and Recreation	Parks and Recreation	Train Depot, Veterans Memorial, Parking Improvements	Parks Sales Tax			200,000			200,000				
PK2901	English Landing Park Destination Playground (New Park)	Parks and Recreation	Parks and Recreation	English Landing Park Destination Playground (New Park)	Parks Sales Tax	1,000,000	Platte County Partnership	1,750,000				750,000			
PK3001	Farmers Market Parking Lot Sealcoat & Updates	Parks and Recreation	Parks and Recreation	Anticipate overlay every 5 years	Parks Sales Tax			300,000					50,000	250,000	
PK2503	Park Trails Program (Use Tax)	Parks and Recreation	Parks and Recreation	Trail and maintenance program (per Use Tax ballot language)	Use Tax Park	-		1,225,000	150,000	175,000	200,000	200,000	250,000	250,000	-
PK2701	A-Truss Bridge Repairs & Wetland Boardwalk Repair	Public Safety	Parks and Recreation	A-Truss Bridge Repairs & Wetland Boardwalk Repair	Use Tax Park			250,000		250,000					
PK2702	Parks Maintenance Equipment: Dingo and Grabber	Parks and Recreation	Parks and Recreation	Parks Maintenance Equipment: Dingo and Grabber	Use Tax Park			50,000		50,000					

CITY OF PARKVILLE Policy Report

Date: August 11, 2026

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

ISSUE:

Review and Approval of Legion Palooza Special Event Application

BACKGROUND:

The City has received a Special Event Permit application from the Parkville Legion for a new event, **Legion Palooza**, proposed for English Landing Park in 2027. The application anticipates approximately 1,000 attendees and describes a one-day festival featuring vendors, live music, food, and alcohol. The applicant is also requesting use of the McKeon Stage and other park amenities associated with the event.

Legion Palooza is being planned in conjunction with an annual Legion conference coming to the Kansas City area, which will bring representatives and members from other Legion organizations to the region. The Parkville Legion is proposing the event as an opportunity for conference attendees, local Legion members, and the community to gather in Parkville as part of the conference weekend.

Because this is a new special event of this size and scope, the application requires review and approval by the Community Land and Recreation Board (CLARB) as part of the City's special event permitting process. CLARB's review provides an opportunity to consider the proposed use of English Landing Park, anticipated attendance, event activities, and potential impacts on park operations and the surrounding area before the Special Event Permit is finalized.

The application identifies the event as a Tier 2 event and includes plans for food and sales vendors, amplified music, alcohol service, portable restrooms, volunteer cleanup, and a first-aid station. The applicant does not anticipate a roadway closure or the need for additional City staff support.

BUDGET IMPACT:

No significant direct budget impact is anticipated. Any applicable City fees and event-related costs will be addressed through the special event permitting process.

ALTERNATIVES:

1. Approve the Legion Palooza Special Event application.
2. Approve the Legion Palooza Special Event application, subject to changes or conditions.
3. Do not approve the Legion Palooza Special Event application.
4. Postpone consideration of the Legion Palooza Special Event application.

STAFF RECOMMENDATION:

Staff recommends approval of the Legion Palooza Special Event application, subject to the applicant meeting all applicable City requirements and conditions of the Special Event Permit.

POLICY:

Special events held in City parks are subject to Chapter 140 of the Parkville Municipal Code and the City of Parkville Special Event Rules and Conditions. New events of this size require CLARB review and approval as part of the special event permitting process.

SUGGESTED MOTION:

I move to approve the Legion Palooza Special Event application, subject to the applicant meeting all applicable City requirements and conditions of the Special Event Permit.

ATTACHMENTS:

1. Legion Palooza Application for 2027



CITY OF PARKVILLE

8880 Clark Avenue

Parkville, MO 64152

Date Submitted

8-6-26

Application #

Date Approved

Permit #

~~REPEAT~~ 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.** Repeat Tier 1 and 2 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: Legion PaloozaEvent Location: Riverfront Park Event Tier: 2

Detailed event changes (additional room on next page or sheet may be attached):

One day Legion Festival - Vendors, Music, Food, alcoholEstimated attendance: 1000Event Date(s) and Times: 8/30/27 - 1100-2100Set up date/time: 8/29 - 1200 Cleanup finished date/time: 8/31 - 1200

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Chris WallingfordOrganization: Parkville LegionAddress: 11 MainCity, State, Zip: Parkville, MO 64152Phone: 816 914 8888 Fax: _____

Emergency #: _____

E-mail: wallingford38@gmail.com

Alternative Contact

Name: Kevin StremmelPhone: 717-405-6762

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: _____

Phone: _____

Detailed event changes continued (Attach additional sheet if necessary): _____

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. Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

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. Same as prior event: _____ Changes (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? Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled within 48 hours of event day? Same as prior event: _____ Changes (Attach additional sheet if necessary): Email + phone

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Please specify if you would like to hire off-duty police support. Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

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. Same as prior event: _____ Changes (Attach additional sheet if necessary): Will provide portable
toilets

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. Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

Volunteers will clean

12. FIRST AID PLAN:

Describe your First Aid Plan. Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

Will have medic station

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

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

If Yes: How Many Electric Pedestals? _____

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

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

Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

14. ROADWAY CLOSURES AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: ☐ No: ☒

Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ☐ No: ☒

Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

18. SIGNAGE:

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

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ☒ No: ☐ (If Yes, see the [Alcohol Guidelines](#))

Are you having amplified music?..... Yes: ☒ No: ☐ (If Yes, complete question 18 on [pg. 13](#))

Do you plan to have fireworks?..... Yes: ☐ No: ☒ (If Yes, complete question 19 on [pg. 13](#))

Will you have food/sales vendors?..... Yes: ☒ No: ☐ (If Yes, complete question 20 on [pg. 14-15](#))

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. Cade Polysgrae
2. The Alley Cats
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

19. FIREWORKS PLAN

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan. Same as prior event: _____ Changes (Attach additional sheet if necessary): _____

[illegible]

20. VENDORS:

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

VENDOR LIST:

Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Platte County Health Dept. Permit # (Food/Beverage vendors only)	Please attached insurance certificate for each vendor
				☐
				☐
				☐
				☐
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				☐
				☐
				☐
				☐

VENDOR MAP

Please map the planned vendors at your event. Same as prior event: _____ Changes (Attach additional sheet if necessary):

(May be depicted on site plan)

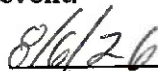
LEGAL

- 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.



Event coordinator



Date

Monthly Activity Report



Reporting Date	July 2026
Project Report	Parks Maintenance Report
Meeting	August 12, 2026 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Travis Phelan, Parks Superintendent

In addition to routine maintenance and day-to-day operations, the following projects and activities were completed during July:

Parks, Trails & Grounds

- Completed multiple phases of bridge repair work at Platte Landing Park, including demolition and assembly.
- Installed a new bench at Platte Landing Park.
- Performed trail maintenance and tree trimming.
- Removed hazardous hanging limbs along Brush Creek.
- Removed a dead tree and completed storm cleanup following severe weather.
- Completed flower bed weeding and landscape maintenance at Pocket Park and Gateway Park.
- Harvested flower heads and seeds at Pocket Park.
- Continued invasive species management through removal and spraying efforts.
- Contractor, Dane Hisel, completed mowing at Platte Landing Park.

Facilities & Infrastructure

- Completed bridge inspections with GBA (A-Truss Bridge, East bridge at Platte Landing, and Wetlands Boardwalk)
- Decommissioned Burn Pit #1 and completed a controlled burn of Burn Pit #2.
- Relocated excess burn pit soil to address washout areas.
- Changed fountain water at Spirit Fountain at the Veterans Memorial
- Repaired the Ford tractor.
- Repainted the walls and trim in the English Landing Park men's restroom following graffiti. Repainted the women's restroom to match.

Community Events

- Assisted with setup for the Fourth of July Parade on July 1 and 2.
- Provided support for the Fourth of July Parade.
- Completed post-event cleanup on July 6.

Meetings & Professional Development

- Participated in a MARC meeting regarding edible plants.
- Attended the Heartland Forestry Council meeting.

Monthly Activity Report



Reporting Date	July 2026
Project Report	Parks Capital Improvement Project Report
Meeting	August 12, 2026 Community Land and Recreation Board Meeting
Reviewed By	Brittanie Propes, Parks and Recreation Director
Prepared By	Chris Ashley, Project Manager

Farmers Market / Rotary Plaza

- The Board of Aldermen and CLARB approved the Rotary Club proposal for Rotary Plaza, including concrete flatwork, relocation of the downtown clock, fountain and picnic table seating. The plaza will include a plaque recognizing John Schott.
- Work is anticipated to start at the end of August and be completed later this fall. Construction will work around the current event and Farmers Market schedule.
- Parks & Recreation staff is seeking additional quotes to extend electrical and water utilities to the site.

South Main Street Pedestrian

- Parks & Recreation is working with Public Works to install a maximum weight capacity sign on the new vehicular bridge based on calculations completed by McClure Engineering.

Veterans Memorial – Phase 2

- Parks & Recreation staff will meet on site with Tripp Johnson of Johnson Granite and Jim McCall of the Veterans Association on August 11 to determine the exact locations of the granite monuments before fabrication.
- A final celebration of the project is scheduled for Veterans Day, November 11, 2026

Wetlands Educational Area

- Parks Staff is working with a graphic designer on content for the remaining seven educational signs. Once complete, pedestal sign frames will be ordered and installed.

Platte Landing Park Inclusive Playground

- The 2026 Platte County Partnership Grant program is open, with applications due September 4, 2026.
- Parks & Recreation staff has begun the grant application process.

Downtown to Platte Landing Park Inclusive Playground Trail Improvements

- Construction documents were received from the consultant on August 6 and are under City review.
- The project is expected to go out for bid during the last week of August.

English Landing Park Entrance Gates

- Grounded ARC has installed the entrance gates.
- Parks Staff will install a lock box for emergency personnel access.

Bridge Assessments

GBA assessment reports were received July 28. Recommended work includes:

- A-Truss Bridge: Replace timber railroad ties and deck boards; monitor erosion at the southwest abutment. Staff is also considering quotes to repaint the steel structure.
- English Landing Park Trail Footbridge: Repair the southwest railing and center beam sag or replace decking with thicker boards.
- Platte Landing Park Trail Footbridge: Replace the bridge due to deterioration of the piers, beams and deck boards and unsuccessful repair attempts.

2026 External Programs & Special Events Master List

Event/Program Name	Organization	Date	Type
RMHC 5k/10k/Half Marathon	Hearts for RMHC	8/16/2026	Race
Parkville Days	Main Street Parkville Association	8/21-8/23/2026	Event
Runnin for Home 5k	Valor Ranch	9/12/2026	Race
Line Me Up	Grae Leigh Hair Co	9/12/2026	Event
Seize the Day 5k	EFMK	9/20/2026	Race
Bourbon in the Park	Rose Productions	9/26/2026	Event
Golden Harvest Half Marathon	Bodies Race Company	9/27/2026	Race
Weedman Wedding	N/A	10/1/2026	Wedding
Paper Shredding & Electronics Recycling	City of Parkville Public Works	10/3/2026	Event
Out of the Darkness Walk	AFSP Greater Kansas	10/3/2026	Race
Ian's Rainbow Flu Foundation Walk	Ian's Rainbow Flu Foundation	10/10/2026	Race
Mojo Real Estate Oktoberfest	Mojo Real Estate	10/10/2026	Event
Dani Beyer Pumpkin Patch	Dani Beyer Real Estate	10/17/2026	Event
Strong Like Lisa 5k	Strong Like Lisa	10/24/2026	Race
Snow Wedding	N/A	10/24/2026	Wedding
Littleton Wedding	N/A	10/25/2026	Wedding
Veterans Day 5k/10k	KC Running Company	11/8/2026	Race
KU Psychiatry Residency 5k	KU Psychiatry Residency	11/14/2026	Race
Turkey Trails 5k/10k/Half Marathon	Bodies Race Company	11/29/2026	Race

Location
ELP
ELP/Downtown
ELP
ELP
ELP
ELP
ELP
ELP
PLP/Barkville
ELP/PLP
ELP
ELP
ELP
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