



City of Smithville, Missouri

Parks and Recreation Committee Agenda

October 22, 2020

6:00 pm – City Hall

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- 1. Call to Order**
 - 2. Approve Minutes from June 25, 2020 Regular Session Meeting**
 - 3. Staff Report**
 - 4. Comprehensive Plan Public Comments**
 - 5. Parks and Recreation Master Plan**
 - 6. FY 21 Budget**
 - 7. New Business**
 - 8. Adjourn**

Smithville Parks and Recreation Committee

Regular Session

June 25, 2020

Senior Center

1. Call to Order:

Chairman Dani Wilson call the meeting to order at 6:00 PM. Members presents: Chairman Dani Wilson, Jim Pascoe, Todd Fleischmann, Molly Porter, Alderman Chevalier and Mayor Boley. Staff Present, Matt Denton, and Brittanie Props.

2. Approve Minutes from February 27, 2020 Regular Session Meeting

Mayor Boley made a motion to approve the minutes from February 27, 2020 Parks and Recreation Committee meeting. Molly Porter seconded the motion. Voice vote, all ayes.

3. Staff Report:

Main Street Trail Update: The Main Street Trail design has been approved by the Department of Natural Resources and will be bid in June, with construction to begin later this summer. Project to be completed by the end of the year.

Parks and Recreation and Storm Water Sales Tax: The April 7 election was moved to June 2. Smithville asked residents to vote on a ½ cent sales tax. The Parks and Stormwater Sales Tax passed with 52% of voters in favor. Over the next couple of months, discussion regarding expenditures of the funds will occur.

Staffing: Matt Denton was hired in March as the new Parks and Recreation Director. Brittanie Propes has been hired to replace Matt as the Recreation and Marketing Manager. Brittanie previously worked for Excelsior Springs Community Center and A marketing agency. She started on May 26.

Recreation: All spring leagues and clinics have been canceled. Brittanie has been busy preparing some great on-line alternatives and programming, a STEAM program and programs (all compliant with Clay County Public Health Center recommendations regarding COVID-19 concerns) to celebrate Parks and Recreation Month next month. Brittanie is also working to develop fall programming, also following recommendations relating to COVID-19.

COVID-19: The Parks and Recreation Department has been actively following Clay County Public Health Center's (CCPHC) "Recovery Plan" and coordinating with other parks and recreation departments to be consistent. Our intent is to offer programs and experiences that are safe for both our staff and patrons. We will be slowly opening amenities with restriction guidelines put out by CCPHC.

Cares Funding: The City of Smithville received stimulus aid from Clay County to respond to the COVID-19 pandemic. The money is designed to help cities, schools and the county's health department pay for extra expenses related to COVID-19. Staff presented options for expenditures to the board on 6/16. The Board directed staff to move forward with touchless restrooms fixtures for all city facilities (including park restrooms), the addition of Wi-Fi and streaming equipment at Heritage Park and purchases of supplies and equipment to allow for response to COVID-19.

4. Heritage Park Basketball Court

On June 16, 2020, staff presented a recommended Capital Improvement budget to the Board of Alderman that included putting the construction of the Heritage Park basketball court on hold until the Master Plan is complete. Since there was no official plan for Heritage Park, the parks and recreation committee in February agreed to recommend pushing back the construction of the basketball court until the Master Plan is completed to have a better understanding of the future of the park and trail system throughout the communities, including identification of amenities. On 6/16 the Board of Alderman indicated their desire to move forward with the construction of the basketball court this year. This committee has been asked to consider the basketball court location at Heritage Park and make a recommendation to the Board of Alderman. Matt explained to the committee that since the last meeting in February we have moved forward with the construction of the new parking lot up by the new playground which allows us to remove the old playground at Heritage Park. In past discussions on the location of the basketball court, we were planning around the old playground because we were instructed to keep it until further notice. Staff has proposed the new location be where the old playground lays. Todd Fleischmann asked about the concerns of parking for the future of the park. He mentioned that as we add new amenities at Heritage Park, we will be need more space for parking. Chairman Wilson mentioned the overflow parking was added to solve that problem. Jim Pascoe moved to adopt staff's location for the location of the basketball court. Molly Porter seconded the motion. Vote passed 6-0.

Chairman Dani Wilson - Aye

Jim Pascoe - Aye

Todd Fleischamann - Aye

Molly Porter - Aye

Alderman Chevalier - Aye

Mayor Boley - Aye

5. Dog Park Update

Earlier this month Clay County representatives contacted our City Administrator and indicated a desire to schedule a groundbreaking date for the dog park. While a date has not yet been identified, the City of Smithville stands ready to coordinate with Clay County to supply the water line when appropriate. Chairman Wilson asked if there was a specific date. Mayor Boley mentioned that there is not, but once they break ground it should not take long. Alderman Chevalier let the committee know he would reach out to Clay County give them more information on the dog park.

6. New Business:

Matt let the committee know about the Planning Sustainable Places program the City has submitted to receive funding for potential future projects. He let them know that the grant would provide up to 80% of the funding. Final application amounts are being finalized, but it is estimated the plan would cost approximately \$60,000- \$70,000, the City's match would be approx. \$12,000- \$14,000. He mentioned that Staff is looking for comments from the community in support of the application. The more feedback we receive the better the chances are.

Matt mentioned the Comprehensive Master Plan focus groups will be starting back up next month, and it will be important for this committee to be in attendance for those meetings. Once the dates are set, we will email those out to you all.

Molly Porter asked if there was an update on the Splash Pad. Matt mentioned they are scheduled to break ground any day now. We are hoping to be completed by the end of the summer.

7. Adjourn:

Mayor Boley made a motion to adjourn. Jim Pascoe seconded the motion. Voice vote, all ayes. Chairman Dani Wilson declared the regular session adjourned at 6:47 PM.

Staff Report:

Main Street Trail Update: The Main Street Trail is currently under construction. The project is still projected to be completed by the end of the year.

Smithville Gravel Grinder and Humphreys 100: 183 bikers registered for the rescheduled Humphreys 100 and Smithville Gravel Grinder. It was a beautiful race day and the riders really enjoyed the course. The next scheduled race is May 15.

Recreation: Fall Soccer League, Soccer Clinic, T-Ball and Volleyball have finished up. No games were canceled due to Covid-19.

Haunted Campground: The Haunted Campground event will be Saturday, October 22 at Smith's Fork Campground. Both campsites and vendor spots have sold out. The event is free to the public and will be following Covid-19 precautions.

Campground Electrical Upgrade: Smith's Fork Campground will be upgrading 18 sites to 50 amp. The deadline for submittal has closed and the Board of Alderman will look to award the bid at the next regular session meeting.

COVID-19: The Parks and Recreation Department has been actively following Clay County Public Health Center's (CCPHC) "Recovery Plan" and coordinating with other parks and recreation departments to be consistent. Our intent is to offer programs and experiences that are safe for both our staff and patrons. We will be slowly opening amenities with restriction guidelines put out by CCPHC.

Cares Funding Projects: Touchless restrooms fixtures for all city facilities (including park restrooms) is finishing up. The project is expected to be completed by the end of this month. Wi-Fi and streaming equipment at Heritage Park was up and running for T-Ball season. The games were live streamed through our YouTube Channel. Staff is still purchasing supplies and equipment to allow for response to Covid-19

Comprehensive Plan Public Comments:

Future iQ and John Stover and Associates presented a draft Comprehensive Plan to the Planning Commission on October 13, 2020. Later this week they will open the document for public comment. Staff will send the information out and we encourage this Committee to read and respond. This is very important for the Parks and Recreation future.



Parks and Recreation Master Plan:

On Tuesday, October 20, 2020 the Board of Alderman approved the Amendment to the contract with Future iQ to facilitate completion of the Parks and Recreation Master Plan. On December 3, 2019 approved a contract with Future iQ, Inc to facilitate update of the Comprehensive Plan. Future iQ also facilitated completion of the community Strategic Planning Process in 2019. Due to the broad knowledge and information base established through these two processes and the fact that much of the work in the Parks and Recreation Master Plan extends the work completed in these efforts, staff approached the consultants to amend the contract for Future iQ to facilitate the Parks and Recreation Master Plan. The contract is in an amount not to exceed \$50,000. Funds were budgeted in FY2020 to initiate the project and in FY2021 to complete the work. It is anticipated that work would begin immediately, with a completed plan presented in May 2021. The scope of work for the amendment is included below.

Scope of Work:

City of Smithville, MO Parks and Recreation Master Plan

A Parks and Recreation Master Plan for the City of Smithville will utilize work completed over the past two years in identifying strategic planning goals and updates to the Comprehensive Plan to provide a 10-year vision for parks, recreation, open space, and trails. The plan will include research, public involvement, and the development of recommendations for all aspects of Smithville's Parks and Recreation activities.

GOALS AND OBJECTIVES

The creation of a Park and Recreation Master Plan that would guide the parks and recreation assets and the funding of ongoing parks and recreation activities for the next 10 years. A key component of redevelopment in our community hinges on the creation of a Parks and Recreation Master Plan, and this plan should achieve the following results:

- 1. Identify and serve current and future park and recreational needs through an integrated park system that provides adequate open space, recreational services and facilities, trails, and stewardship of other natural and cultural resources.**
 - a. Establish a park classification system and appropriate management recommendations reflecting current and future growth by the park system
 - b. Identify the future quantities and locations of open space acreage needed to satisfy the current and future recreation needs of Smithville.
 - c. Ensure the long-term protection, preservation, and sustainability of park resources

- d. Develop a methodology that gauges tourism impacts to our parks, open space and trails network and adjust standards for these visitor impacts
- e. Promote the conservation of natural and cultural resources through parkland acquisition, stewardship, and environmentally sensitive planning
- f. Provide facilities that promote sustainability goals
- g. Identify natural resource management objectives

2. Provide an accessible and diverse offering of park and recreation facilities and programs to all residents of Smithville

- a. Identify and prioritize recreation facilities needed at existing and future parks
- b. Provide for current and future park and recreational needs through funding deferred maintenance and facility expansion at new and existing sites, and through optimizing use of all existing facilities
- c. Identify and prioritize recreation programs and special events desired throughout the park system
- d. Educate and promote the stewardship of Smithville historic, cultural, and natural heritage through interpretive signage and wayfinding
- e. Define the role of Smithville Parks and Recreation in contributing towards quality of life in Smithville

3. Identify and outline future greenways, and trails master plan, including trails for recreational use within park facilities, as well as recommend greenway corridors and linkages to areas outside of Smithville (Platte County, Clay County and Kansas City)

- a. Develop a network of pedestrian and bicycle paths, nature trails, greenways and linear linkages that connect to parks and popular destinations
- b. Identify stakeholders and encourage cooperative agreements and partnerships with other governmental jurisdictions to achieve a county wide trail system
- c. Provide a conceptual plan that will help to develop a framework for building an integrated system of pathways to link residents to the outdoors

4. Develop an action plan: a strategy for prioritizing, phasing, funding, and accomplishing the identified needs

- a. Prioritize the Parks and Stormwater Sales Tax funds for ongoing growth and improvements to the park, open space, and trails system

- b. Identify a funding strategy that accounts for ongoing maintenance, staffing and other impact cost

SCOPE OF WORK

A key component in creating the Parks and Recreation Master Plan will be a shared process that expands on prior processes to taps the opinions and ideas of community stakeholders and includes a comprehensive inventory of assets, demographics, and current planning standards.

Research and Analysis

The Consultant will study the parks system and recreation facilities, existing demographics, projected demographics, and public input to determine how well existing facilities address the community's current and future needs. It will identify where surpluses and deficiencies exist. The Master Plan will consider parks and recreation facilities owned by other entities and how those factors into the recreational needs of the Smithville community.

1. Existing Documents Review

- a. Comprehensive Plan (final plan coming soon)
 - i. <https://lab.future-iq.com/city-of-smithville-comprehensive-planning-process-2020/>
- b. Strategic Plan
 - i. <https://lab.future-iq.com/wp-content/uploads/2019/11/Smithville-Vision-Report.pdf>
- c. Parks and Recreation Committee Minutes
 - i. <https://www.smithvillemo.org/agendalist.aspx?categoryid=9967>
- d. Parks and Storm Water Sales Tax Information
 - i. <https://www.smithvillemo.org/pview.aspx?id=20806&catid=25>
- e. Parks and Recreation Web Page
 - i. <https://smithville.munisignup.com/default.aspx>
- f. Visitor Page
 - i. <https://www.smithvillemo.org/pview.aspx?id=1924&catid=71>
- g. 2015 Parks Master Plan
 - i. <https://www.smithvillemo.org/files/documents/ParksMasterPlan1313011142082817PM.pdf>

Recommended Modifications/Additions

The Research and Analysis will provide the data and information necessary to evaluate how the parks and recreation facilities meet current and future needs and whether modification and/or additions will be required. The consultant will be expected to make recommendations which consider the current and future needs, condition of existing facilities and cost of modifications in determining how to serve the long-range needs of the

community.

1. Community Demand, Supply, and Needs Assessment Report
 - a. Park facility evaluation
 - b. Recreation program evaluation
 - c. Trails evaluation
 - d. Open space evaluation
2. Ten-Year Plan for Growth:
 - a. Park Master Plan Priorities and Recommendations
 - b. Existing and Future Park Facility Expansion Priorities and Recommendations
 - c. Recreation Program Expansion Priorities and Recommendations
 - d. Trails and Open Space Expansion Priorities and Recommendations
3. Budgeting and Funding Priorities and Recommendations
 - a. A review of revenue sources and financing strategies will be completed, in coordination with City staff, as a part of the Plan. The Park Master Plan should be designed to connect the parks and recreation facilities to the Parks and Storm Water Sales Tax and CIP Budget

Final Comprehensive Master Plan Report

A final plan, incorporating evaluation and recommendations will be completed by May 15, 2021 for presentation to the Parks and Recreation Committee and adoption by the Board of Aldermen.

Payment Schedule

An initial payment of \$25,000 (50%) will be made upon signing of the contract, with final payment of \$25,000 (50%) due upon completion of the project.

Fiscal Year 2021 Budget:

On September 9, 2020, the Board of Alderman approved the Fiscal Year 2021 budget. Below are some snapshots of Parks and Recreations FY21 budget items:

FY21 ONE-TIME & CAPITAL IMPROVEMENT BUDGET	
BUDGETED FY21 ONE-TIME REVENUE, BY ITEM	AMOUNT
NONE	-
TOTAL BUDGETED FY21 ONE-TIME REVENUE	-
BUDGETED FY21 ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES, BY ITEM	AMOUNT
ADMINISTRATION - CITY HALL IMPROVEMENTS	315,000
POLICE - RECORDS MANAGEMENT SOFTWARE	100,000
PARKS & RECREATION - PHASE I CAMPGROUND ELECTRIC UPGRADES	37,500
PUBLIC WORKS (STREET) - VEHICLE & EQUIPMENT REPLACEMENT FUND TRANSFER	40,000
PUBLIC WORKS (STREET) - TRANSPORTATION MASTER PLAN INCLUDING COMPLETE STREETS/TRAILS	100,000
PUBLIC WORKS (STREET) - GIS & ASSET MANAGEMENT	100,000
PUBLIC WORKS (STREET) - ENGINEERING - COMBINED STREETS/PARKS BUILDING	250,000
TOTAL BUDGETED FY21 ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES	942,500
REVENUE OVER/(UNDER) EXPENDITURES IN FY21 ONE-TIME & CAPITAL IMPROVEMENT BUDGET	(942,500)
TOTAL FY21 OPERATING + ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES	5,555,050

PARKS & STORMWATER SALES TAX FUND FY21 SNAPSHOT

FY21 OPERATING BUDGET

BUDGETED FY21 OPERATING REVENUE, BY SOURCE	AMOUNT
SALES AND USE TAX	442,290
TOTAL BUDGETED FY21 OPERATING REVENUE	442,290
BUDGETED FY21 OPERATING EXPENDITURES, BY DEPARTMENT	AMOUNT
PARKS & RECREATION	-
PUBLIC WORKS (STREETS)	-
TOTAL BUDGETED FY21 OPERATING EXPENDITURES, BY DEPARTMENT	-
REVENUE OVER/(UNDER) EXPENDITURES IN FY21 OPERATING BUDGET	442,290

FY21 ONE-TIME & CAPITAL IMPROVEMENT BUDGET

BUDGETED FY21 ONE-TIME REVENUE, BY ITEM	AMOUNT
NONE	-
TOTAL BUDGETED FY21 ONE-TIME REVENUE	-
BUDGETED FY21 ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES, BY ITEM	AMOUNT
PARKS & RECREATION - SPLASH PAD PARK IMPROVEMENTS	25,000
PARKS & RECREATION - PARKS & RECREATION MASTER PLAN INCLUDING TRAILS & CONNECTIVITY	50,000
PARKS & RECREATION - TBD PROJECT	50,000
PUBLIC WORKS (STREETS) - TBD PROJECT	100,000
TOTAL BUDGETED FY21 ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES	225,000
REVENUE OVER/(UNDER) EXPENDITURES IN FY21 ONE-TIME & CAPITAL IMPROVEMENT BUDGET	(225,000)
TOTAL FY21 OPERATING + ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES	225,000

OVERALL CASH OUTLOOK

PROJECTED BEGINNING TOTAL FUND BALANCE ON NOVEMBER 1, 2020	-
PLUS/(MINUS) OPERATING REVENUE OVER/(UNDER) OPERATING EXPENDITURES [DETAIL ABOVE]	442,290
PLUS/(MINUS) ONE-TIME REVENUE OVER/(UNDER) ONE-TIME & CAPITAL IMPROVEMENT PLAN EXPENDITURES [DETAIL A]	(225,000)
EQUALS PROJECTED ENDING EXCESS CASH REMAINING ON OCTOBER 31, 2021	217,290
CHANGE IN TOTAL FUND BALANCE FROM NOVEMBER 1, 2020 TO OCTOBER 31, 2021	217,290