

**BOARD OF PARKS AND RECREATION COMMISSIONERS
KANSAS CITY, MISSOURI**

**Tuesday, June 25, 2024
4600 East 63rd Trafficway**

**1:00 O’CLOCK P.M.
Workshop**

**2:00 O’CLOCK P.M.
BOARD MEETING**

Members of the Board may attend this meeting via video conference.

Workshop

1 p.m. – Starlight Theatre Association Update

1:30 p.m. – Kessler Master Plan – Hoxie Collective & Team

Board Meeting

Call to Order – President Beth Haden

Roll Call

Agenda

1. Considering Board approval of the May 14, 2024, Board Minutes. **Attachment A**
2. **Resolution #32563** - Considering Board approval for the use of the Park Sales Tax Reserve Appropriations in the amount of \$5,700,000 (Cleveland Park, Clark Ketterman Park, Spring Valley Park Shelter, Gregory Boulevard Design, Swope Park Restrooms and Swoope Park Trails). **Attachment B**
3. **Resolution #32564** – Considering Board approval of the 2024 Aquatics Master Plan. **Attachment C**
4. **Resolution #32565** - Considering Board approval of a Memorandum of Agreement with the Missouri Department of Natural Resources to collaborate with the Parks and Recreation Department to repair/replace the HVAC System at the Bruce R. Watkins Cultural Heritage Center. **Attachment D**
5. **Resolution #32566** – Considering Board approval of the Parks and Recreation Athletic Field use Policy Guide. **Attachment E**
6. **Resolution #32567** – Considering Board of a Facility Use with Concession Agreement with Get Bucketz Association for the use of Concourse Park to hold the Go Hard or Go Home Basketball Tournament. **Attachment F**
7. **Resolution #32568** - Considering Board approval of a Facility Use with Concession Agreement with Kansas City Irish Fest for the use of Washington Square Park. **Attachment G**
8. **Resolution #32569** – Considering Board approval of a Facility Use with Concession Agreement with Black Vine Worldwide Media for the use of the Great Lawn to hold the 18th & Vine Blues and Culture Concert. **Attachment H**
9. **Resolution #32570** – Considering board approval of a Facility Use with Concession Agreement with the County Club Plaza for the use of Ward Parkway for the Plaza Art Fair. **Attachment I**
10. **Resolution #32571** – Considering Board approval of Facility Use with Concession Agreement with Peace Works, Kansas City for the use of Theis Park for the KC Local Art Fair. **Attachment J**
11. **Resolution #32572** – Considering Board approval of a Facility Use with Concession Agreement with the West Plaza Neighborhood Association for the use of Westwood Park for the West Plaza Music/Art in the Park 2024. **Attachment K**
12. **Resolution #32573** – Considering Board approval of a Facility Use with Concession Agreement with the Waldo Area Business Association for the use of Greagory Boulevard for the 31st Annual Waldo Fall Festival. **Attachment L**

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Board Agenda

13. **Resolution #32574** – Considering Board approval of a Facility Use without Concession Agreement with North Suburban Youth Football for the use of Waterwell Athletic Field, San Raphael Athletic Field and Pleasant Valley Athletic Fields #1 and #2 for the purpose of football activities. **Attachment M**
14. **Resolution #32575** – Considering Board approval of a Facility Use without Concessions Agreement with E.D.O. Soccer Academy for the use of the 9th & Van Brunt Soccer Fields for youth soccer activities. **Attachment N**
15. **Resolution #32576** – Considering Board approval of a Cooperative Agreement with First Reformed Church for the use of Gregg Klice Community Center to conduct church services. **Attachment O**
16. **Resolution #32577** – Considering Board approval of the Facility Use without Concession/ Agreement with Come to Jesus Worship and Praise Church for the use of Gregg Klice Community Center to conduct church services. **Attachment P**
17. **Resolution #32578** – Considering Board approval of a Facility Use without Concession Agreement with True Love Missionary Baptist Church for the use of Gregg Klice Community center to conduct church services. **Attachment Q**
18. **Resolution #32579** - Considering Board approval of a Facility Use without Concession Agreement with 4EV A Envy Drill Team for the use of Gregg Klice Community Center for drill team practices. **Attachment R**
19. **Resolution #32580** - Considering Board approval of a Facility Use without Concession Agreement with Eagle Youth Football for the use of Hodge Park for football activities. **Attachment S**
20. **Resolution #32581** – Considering Board approval of the award of Contract to Van Booven Lawn, Landscape & Tree Care for Park Arboretum Tree Maintenance Services in the amount of \$70,000. **Attachment T**
21. **Resolution #32582** – Considering Board approval of the Bid Award to ArborPro, Inc for Tree Inventory Services in the amount of \$400,000. **Attachment U**
22. **Resolution #32583** – Considering Board approval of the Blue River Trail Martha Truman Connector, Federal Highway Administration Grant for a local match of an additional \$85,550. **Attachment V**
23. **Resolution #32584**– Considering Board of Change Order #3 (Final) with J M Fahey for the Red Bridge Complete Street Project in the amount of \$231,901.30. **Attachment W**
24. Directors Update.
25. **Public Hearing – Public Testimony is Limited to 2 Minutes.**
26. Adjourn

The Board may return to the conference room following the regular meeting for additional discussion of items on the agenda of the Board's Workshop that were not completed prior to the regular meeting.

Any closed session may be held via teleconference.

Pursuant to Section 610.021 subsection 1 of the Revised Statutes of Missouri to discuss legal matters, litigation, or privileged communications with attorneys.

- Pursuant to Section 610.021 subsection 2 of the Revised Statutes of Missouri to discuss real estate;
- Pursuant to Section 610.021 subsections 3 and 13 of the Revised Statutes of Missouri to discuss personnel matters.
- Pursuant to Section 610.021 subsection 12 of the Revised Statutes of Missouri to discuss sealed bids or proposals.

**BOARD MEETING
May 14, 2024**

**1:00 O’CLOCK P.M.
Workshop**

**2:00 O’CLOCK P.M.
Board Meeting**

**4600 East 63rd Trafficway
Kansas City, Missouri 64130**

Workshop

4 p.m. – Open Discussion

4:30 p.m. – Jarboe Pool (Tony Aguirre Community Center) Improvements Conceptual Plan

Board Meeting

Call to Order – President Beth Haden

Roll Call:

Board Members Present: President Haden, Pat Contreras, Commissioner Gorenc, Commissioner Smith, Commissioner Taylor

On a motion by Commissioner Smith, duly seconded by Commissioner Contreras the Board approved the Board Minutes of April 23, 2024.

Resolution #32548 – Concession Agreement with Heartland HEMA LLC

On a motion by Commissioner Smith, duly seconded by Commissioner Contreras, the Board approved the Agreement with Heartland HEMA, LLC and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Heartland HEMA is one of the top HEMA (Historical European Martial Arts) schools in the country. Heartland HEMA specializes in instructing students of all levels and physical ability in the use of a variety of renaissance and medieval weaponry. Heartland HEMA is a living lineage school, meaning Heartland HEMA follows a tradition of technic and style passed down from master to student, reaching back hundreds of years. Heartland HEMA teaches the art of the sword as it would have been taught and practiced historically in Europe.

Heartland HEMA has requested the use of facilities at Kansas City North Community Center for the purpose of offering instruction in this ancient form of Martial Arts. Classes will be held on Mondays and Wednesdays from 6:00 p.m. – 8:00 p.m. for the term of this agreement. They will compensate City a 40% revenue share of approximately \$220.00/month for a total estimated revenue payment of \$2,640.00. Payments will be made monthly. This agreement runs from June 10, 2024, to April 30, 2025. Heartland HEMA LLC will provide commercial general liability insurance per City’s requirements.

Resolution #32549 – Agreement with Patel Family Volleyball

On a motion by Commissioner Smith, duly seconded by Commissioner Taylor, the Board approved the Agreement with the Patel Family Volleyball and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: For over the last ten years the extended Patel family, numbering 30 members, has played volleyball every Wednesday night at the Tony Aguirre Community Center. This is the second Patel family volleyball agreement this year. This agreement is for every Wednesday during the terms of this agreement from 4:00 p.m. – 7:00 p.m.

The City will be compensated \$40.00/hour for a total payment of \$6,2400.00, to be paid in two lump sum payments; \$3,120.00 on May 22, 2024, and \$3,120.00 on November 22, 2024.

The terms of this Agreement will begin on May 22, 2024, and will end no later than May 21, 2025. Commercial general liability insurance will be provided per City requirements.

Resolution #32550 – Agreement with Futbol Kansas City

On a motion by Commissioner Taylor, duly seconded by Commissioner Contreras, the Board approved the Agreement with Futbol Kansas City and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Futbol Kansas City is requesting the use of facilities at 9th and Van Brunt Athletic Fields Park for the purpose of conducting youth and adult soccer games. Games will take place during the terms of this agreement as follows:

- Youth - Monday, Wednesday, Friday 6:00 p.m. – 8:00 p.m.; Saturday 1:30 p.m. – 8:00 p.m.
- Adults - Sundays from 11:00 a.m. – 7:00 p.m.

Futbol Kansas City will compensate the City \$50.00 per hour for a total compensation of \$13,300.00.

The terms of this agreement will begin June 2, 2024, and end August 25, 2024.

Futbol Kansas City will provide commercial general liability and sexual abuse/molestation insurance per City's requirements.

Resolution #32551 – Agreement with the Upper Room KC, Inc.

On a motion by Commissioner Smith, duly seconded by Commissioner Contreras, the Board approved the Agreement with Upper Room KC, Inc. and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Upper Room KC is a neighborhood-based organization primarily designed to provide high quality after school and summer education programs to low-income students. Upper Room KC would like to offer their Summer Academic program at Garrison, Gregg-Klice and Marlborough Community Centers. Upper Room KC will hire and train all staff and ensure they have all passed a background check.

The Upper Room Summer Academic Program is focused on helping children to prevent the summer learning slide and serving the working parent as well. This program is for students entering Kindergarten-8th grade and will run from 7:30 a.m. – 6:00 p.m., Mondays-Fridays.

Students focus on English Language Arts (ELA), math, fine arts, and physical activity with the help of certified teachers, youth counselors, and volunteer tutors. Instructional time is from 8:00 a.m. – 3:30 p.m. each day, with a break for lunch. Parks staff will provide recreation and physical activities for participants from 3:30 p.m.– 5:30 p.m.

This program runs from May 30, 2024, to July 24, 2024. Upper Room KC will compensate the City in the amount of \$6,000 per community center site for a total compensation of \$18,000.00, to be paid in two monthly installments. Upper Room KC will provide insurance per City's requirements.

Resolution #32552 – Welcome Mat Judo Club

On a motion by Commissioner Contreras, duly seconded by Commissioner Smith, the Board approved the Agreement with Welcome Mat Judo Club and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Welcome Mat Judo Club is the oldest active judo club in the Kansas City area, founded in 1969. Their programs offer instruction for all levels of interest and their technical expertise is respected and recognized nationally. They have developed many champions with over 350 individual athletes winning national championships.

Welcome Mat Judo Club has requested the use of facilities at Kansas City North Community Center for the purpose of offering judo instruction for youth and adults. Class schedule during the terms of this agreement is as follows:

- Adult classes will be held Mondays and Thursdays from 6:00 p.m. – 8:30 p.m.
- Beginning youth classes Tuesdays and Thursdays from 6:00 p.m. – 7:00 p.m.
- Advanced youth classes Tuesdays and Thursdays from 7:00 p.m. – 8:30 p.m.

The City will be compensated with a 40% revenue share of approximately \$480.00/month for a total estimated revenue payment of \$5,7600.00. Payments will be made monthly.

This agreement runs from June 10, 2024, to April 30, 2025. Welcome Mat Judo Club will provide commercial general liability and sexual abuse/molestation insurance per City's requirements.

Resolution #32553 – Agreement with Total Man CDC

On a motion by Commissioner Taylor, duly seconded by Commissioner Contreras, the Board approved the Agreement with Total Man CDC and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Total Man CDC has requested the use of facilities Southeast Community Center for the purpose of a Celebration of Men and Fathers. This is an annual community event that includes family-oriented information, resources, recreational activities, and entertainment. Activities will take place in the multipurpose room, community room, gym, classroom, mirror room and parking lot.

This will be a one-day event with time for set-up allowed the day before. Space will be provided at no charge. The terms of this agreement will begin on June 7, 2024, with setup from 2:00 p.m. – 6:00 p.m. June 8 setup will continue at 8:00 a.m. The event will run from 10:00 a.m. – 2:00 p.m. with cleanup continuing until 3:00 p.m.

Resolution #32554 – Agreement with Freedom Hoops

On a motion by Commissioner Smith, duly seconded by Commissioner Contreras, the Board approved the Agreement with Freedom Hoops and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: Freedom Hoops is requesting the use of the facilities at Mary Williams-Neal Community Center for youth basketball practice.

City will be compensated \$75.00/hour for a total estimated payment of \$10,950.00. The terms of this agreement will begin June 11, 2024, and end no later than May 29, 2025.

Freedom Hoops will provide commercial general liability and sexual abuse molestation insurance per City's requirements.

Resolution #32555 – Agreement with Black Archives of Mid-America

On a motion by Commissioner Smith, duly seconded by Commissioner Taylor, the Board approved the Agreement with Black Archives of Mid-America and authorized the Director or designee to execute the agreement on behalf of the Board.

Background: For Fiscal Year 2024-25, the Adopted Budget appropriates \$450,000 from the Park Sales Tax Fund for the Black Archives of Mid-America, Inc. (BAMA) a Missouri nonprofit corporation in good standing with the Missouri Secretary of State.

A Cooperative Agreement has been created to provide \$450,000 to BAMA through April 30, 2025 to pay for salaries and wages, expenses related to operations, programs and educational activities, and collection's care.

BAMA will continue to manage and operate the Black Archives Building and grounds and will be responsible for the general condition and the day-to-day regular repairs and maintenance. The Parks Department will continue to provide capital improvements and grounds maintenance, address deferred maintenance contingent upon funding, and pay for the electricity and water bills. BAMA will enter into a third-party agreement for each sublease with the agreement between the Parks and Recreation Department, BAMA and the sublessee.

Resolution #32556 – Agreement with Kansas City Northern Miniature Railroad Association

On a motion by Commissioner Contreras, duly seconded by Commissioner Taylor, the Board approved the Agreement with Kansas City Northern Miniature Railroad Association and authorized the Director or his designee to execute the agreement on behalf of the Board.

Background: The Department acquired 7.037 acres at 6200 NW Waukomis Dr in early 2000 for the expansion of Frank Vaydik Park. This property is located north of the existing miniature railroad line.

KCNRR approach KC Parks staff about the possible expansion of the current tracks at Frank Vaydik Park. Staff requested that KCNRR conduct a hydraulic study and archaeological study to check the feasibility of expanding the track area. The study found no artifacts in the area and a no rise scenario to the flood plain.

The project is described as grading, railroad track installation and two creek crossings and the restoration of the site. The agreement identifies KCNRR as the Parks and Recreation Department's agent to contract and administer agreements with the design professional and contractors for the project. KC Parks will not fund any of the projects and will continue to mow the site after construction. The term of the agreement will run through December 2026.

Resolution #32557– Special Gifts Fund – Bruce R. Watkins Cultural Heritage Center, HVAC Replacement

On a motion by Commissioner Smith, duly seconded by Commissioner Taylor, the Board approved the expenditures from the Special Gifts Fund to be used to contract with Lippert Mechanical Service in the amount of \$600,000 for the HVAC project at Bruce R. Watkins Cultural Heritage Center.

Background: The Bruce R. Watkins Cultural Heritage Center, 3700 Dr. Martin Luther King Jr Parkway. The Center is named in honor of Bruce R. Watkins, a political and social activist. Watkins was fueled by the need to recognize and preserve the varied contributions African Americans made to the development of Kansas City. The center opened in December 1989 as the outgrowth of Watkins' efforts. Construction of the Center was made possible through the work and contributions of the Bruce R. Watkins Fountain Inc., the Kansas City Parks and Recreation Department, and the State of Missouri.

The HVAC system is 35 years old and major renovations are needed to the system. Lippert Mechanical Service submitted a quote in the amount of \$660,000. The scope of the work includes new FPB (fan powered boxes), VAV (Variable Air Volume Systems), RTU (Remote Terminal Units) and controllers. 21 total boxes based on mechanical schedule & prints. This excludes ceiling work and lighting replacement. The equipment has a 22-week lead time after the equipment is ordered. All work will be completed by November 30, 2024. Park Facility Maintenance will be the project manager for this work.

Funds for this purchase order are available from special gift funds sub account 6940 707800 611060-R083 Bruce R. Watkins Cultural Heritage Center Maintenance in the amount of \$13,859.66 and 6940 707800 611060-M250 General Purpose for Parks and Recreation Programs & Services in the amount \$646,140.34, respectively.

Resolution #32558 – Bid Award to D & D Custom Construction – Children's Memorial Hibbs Park

On a motion by Commissioner Smith, duly seconded by Commissioner Contreas, the Board approved the Bid Award to D&D Custom Construction, Inc. for a total contract price of \$118,900.00 and authorized the Director or designee to execute the contract on behalf of the Board.

Background: The Children’s Memorial at Hibbs Park located at E. 59th St. & Spruce Avenue is a PIAC project funded by 3rd and 5th Council Districts. The project is in the 5th Council District. In 2001, an innocent child, who the country came to know as “Precious Doe”, went unnamed for almost four years. Her remains were discovered near Hibbs Park. In 2005, police were able to identify her as Erica Green, age 3. This project was requested by citizens to honor her memory and those of children who have lost their lives due to violence.

There are currently two Erica Marie Green (Precious Doe) memorial benches at the memorial site. The proposed project will include a formal paved area for 2 engravable granite obelisks that will be 13 feet in height. It would include new, more formal placement of the existing memorial benches and one additional backless formal bench located at the overlook at Hibbs Park.

The project steering committee desired to use an on-call (IDIQ) contractor delivery model to maximize time efficiency for delivery of this project. Price quotes were requested from 3 on-call contractors. The D&D Custom Construction, Inc. bid was the lowest quote at \$118,900.00.

A press event on April 15th, 2024 announced a one month timeframe where names will be received through May 15th. Once the list of names is approved, the contractor will be given Notice to Proceed with fabrication of the monument. Fabrication of the granite columns is estimated to take 4 months and site work would take place when the fabrication is nearly complete to prepare the site for the columns. A crane will place the columns. The project is estimated to be completed by early 2025. Funding for this contract is provided through PIAC funds in account #3090-708309-611080-70234903. CREO-KC has set the MBE/WBE utilization goals for this on-call contract at 10% MBE and 2% WBE.

Resolution #32559 – Change Order #1 with Mega KC Ashland Square Sprayground REBID Project

On a motion by Commissioner Taylor, duly seconded by Commissioner Contreras, the Board approved Change Order #1 to MegaKC in the amount of \$2,019.49, extended the contract expiration date to December 18, 2024 and authorized the Director or designee to execute the change order on behalf of the Board.

Background: Ashland Square Park, located at 4500 E. 23rd Street, was acquired in 1913. This 7 acre two tier park provides baseball and soccer playing fields on the north half, and a playground, shelter, tennis and basketball on the south half. Recent improvements consist of the new baseball backstop and dugouts, regrading and seeding the north playing fields, and extending the 5’ high black chain link fence around the north and east sides of the park. Future planned improvements for the park consist of converting the existing fill and drain swimming pool to a sprayground, replacing the playground equipment, and replacing the tennis and basketball courts with a new mini pitch court, basketball courts and pickleball courts. SLBE design firm, Landworks Studio, has provided the public engagement, design and construction documents for a 22 element sprayground, stone structure restoration and ADA access to the new sprayground.

On November 14, 2023, the Park Board approved a construction contract with Mega KC in the amount of \$1,108,097. This Contract provides demolition and removal of two (2) existing pools, all water, electrical and sewer connections, sprayground plumbing, water feature elements, controllers, concrete

pavements, historic structure restoration, street restoration, grading and seeding. The construction deadline was set as April 23, 2024.

This Change Order #1 will increase the contract price in the amount of \$2,019.49 for security door upgrades on the stone shelter and extend the project time from April 17, 2024, bringing the total amount of the contract to \$1,110,116.49. This change order will be funded from Parks Sales Tax Fund account 2030 707704 611060 70240089.

The Civil Rights and Equal Opportunity (CREO) Department set goals of 15% MBE and 15% WBE for this project. The Mega KC participation plan of 15 % MBE and 15.01 % WBE will not be changed by this change order.

Resolution #32560 – Change Order #4 with Gunter Construction Company – Southeast Community Center Pool Renovation Project

On a motion by Commissioner Smith, duly seconded by Commissioner Gorenc, the Board approved Change Order #4 with Gunter Construction Company in the amount of \$47,859.80, added 60 calendar days to June 3, 2024 and authorized the Director or designee to execute the change order on behalf of the Board.

Background: Southeast Community Center is located at 4201 E. 63rd St and was built in 2008. The community center was built to replace the old community center. The existing community center aquatics facility has three separate pool areas, and the maintenance and operation of the system has been a challenge to operate. In recent years the public and staff have requested a redesign of the aquatic area to accommodate a larger variety of users and age groups. The new pool design was completed and bids were received on February 1, 2023. On April 20, 2023, Gunter Construction Company was awarded the base bid in the amount of \$2,902,000. The Notice to Proceed was issued May 16, 2023.

Change Order #1 provided funding for the award of 3 alternates, additional work in the First Aid room, a roof vapor barrier, and two temporary security walls. Change Order #1 increased the contract price \$154,009 and added 19 calendar days for a revised deadline of February 14, 2024. Change Order #2 provided funding to excavate rock from the pool area, pool equipment room and the pool drain line to an outside manhole. Change Order #2 increased the contract price \$47,495.44 and added 37 calendar days for a revised deadline of March 22, 2024. Change Order #3 provided additional roof caulking, 80 linear feet of Sched 80 PVC pool drain pipe, steam heads, improvements to the multipurpose room. Change Order #3 increased the contract price \$21,805.93 and added 12 calendar days for a revised project deadline of April 3, 2024.

This Change Order #4 will provide funding to install additional electrical and mechanical improvements, fire alarm upgrades, site grading, piping and additional concrete work and increase the contract price to \$47,859.80 and will add 60 calendar days to the construction schedule for a revised completion date of June 3, 2024, bringing the total contract amount to \$3,179,170.17.

The Civil Rights and Equal Opportunity (CREO) Department set goals of 15% MBE and 15% WBE for this project. The Gunter Construction Company participation plan of 20.3 % MBE and 45.9 % WBE was

approved by the CREO Department and will continue to be met with the approval of this Change Order #4. Funding for this Change Order #4 will come from account number 3823-707567-611060-70204994.

Resolution #32561 – Bid Award to Gunter Construction Company – Brush Creek Heritage Trail Phase I

On a motion by Commissioner Taylor, duly seconded by Commissioner Contreras, the Board approved the Bid Award to Gunter Construction, in the amount of \$227,920.00 and authorized the Director or designee to execute the contract on behalf of the Board.

Background: Brush Creek Cultural Heritage Corridor Project includes developing interpretive nodes along Brush Creek that highlight key events of the Civil rights journey both locally and nationally through art and interpretation. The project area is between the Paseo and Cleveland along the Brush Creek Corridor. This will be funded in part by the Kauffman Foundation Grant and the grant amount was \$1,000,000.

On March 4, 2022, the Park Board approved entering into an agreement Olsson Studio to perform the work. Their work includes community engagement, concept designs, and call for artists. Phase I includes the development of 12-14 nodes along Brush Creek that are themed per community groups that contributed to the Civil Right movement in Kanas City, MO. Each node will have a plaza, seating, interpretive signage, landscaping, and artwork.

The flatwork construction portion of the project includes the creation of 12 at-grade concrete plaza areas along the existing trail, measured at approximately 30' in diameter plaza area. Art will be added the 10' wide center through the 1% City Art Program. Gunter Construction purchase order amount is \$227,920.00.

Gunter has been selected to create these plaza areas through our IDIQ contracting process. They are 8% MBE and 4% WBE. The work is to be completed by October 2024. Funding for the project has been allocated to account number 3091-705802-611040 with project number 70225030.

Resolution #32562 – Jarboe Pool (Tonu Aguirre Community Center) Improvements – Conceptual Plan Approval

On a motion by Commissioner Contreras, duly seconded by Commissioner Smith, the Board approved the Conceptual Plan for Jarboe Pool relocation to Tony Aguirre Community Center and direction to continue completion of the 30% design development and construction documents.

Background: The pools at Jarboe Park, Swope Park and Arbor Villa Park have become inoperable due to their aging equipment, plumbing and concrete structures. Replacing or repairing deficiencies in these pools is not a feasible or responsible long term solution. The Parks Department and their consultant have recently completed the development of a citywide aquatic master plan which has highlighted the need for new aquatic features in these two parks. Through the use of the Citywide 2024 GO Bond funding and Council District 4 In-District GO Bond funding there is \$5,150,000 available for design and construction of these three pools.

Design Professional Waters Edge Aquatic Design has been hired to provide public engagement, public and private presentations, geotechnical and feasibility reports and 30% design plans for these three pools.

This Conceptual Design provides a deep pool with climbing wall and diving board, water play feature, zero entry to 3' deep pool, trough style fiberglass water slide and family changing rooms.

Waters Edge Aquatic Design has completed the public engagement and site data collection phase for the relocation of Jarboe Pool to Tony Aguirre Community Center. Results will be presented and the design team requests approval of the final conceptual and preliminary design, construction budget and project schedule from the Park Board.

Public Hearing: The following individuals attended Board Meeting to share their support for Director Chris Cotten in his efforts to program the 9th & Van Brunt Soccer Village: Jason Wood, John Fierro, Victor Muniz, Brandon Johnson, Ricardo Floras, Graciela Cabrera, Richard Hunun, Loreanne Campos-Carmona, Dailia and Lanza.

It was also, noted that they felt and found that Chris Cotten is fair, inclusive and an advocate for the youth of all nationalities, he is not a racist. (Letter from John Fierro, President & CEO of Mattie Rhodes Center was submitted to the Board.)

Gilberto Rizo came before the Board to request additional use of the 9th & Van Brunt Soccer Fields. The Rizo's also requested that the permit fees be reduced.

Viginia Salazar Bellis attended Board meeting to thank the Board and Park staff for their due diligence in getting the Westside Pool project moving forward.

CLOSED SESSION

On a motion by Commissioner Smith, duly seconded by Commissioner Smith, the Board unanimously approved by roll call vote to enter into a Closed Session to discuss personnel matters.

On a motion by Commissioner Smith, the Board unanimously approved by roll call vote to leave Closed Session and enter back into an open meeting.

On a motion by Commissioner Smith, seconded Board Meeting adjourned.

Beth Haden, President
Board of Parks and Recreation Commissioners

Karmen Houston, Board Secretary



Intra-Departmental Communication

Date: June 25, 2024

To: Board of Parks and Recreation Commissioners

From: Richard Allen, Deputy Director

Subject: Park Sales Tax Reserve Appropriations

Background

Each year the Parks and Recreation Departments submits a budget to the City Budget Office for consideration for funding. The Park Sales Tax funds much of the department's annual budget and is based off expected revenues collected from the Parks Sales Tax. This year the department staff has identified a list of Park projects for FY 2024/25 that meet the major needs of the Department and are not in the Parks budget. List of projects and funding request are outlined below.

The parks at Cleveland Park and Clark Ketterman are used for the RBI (Restoring Baseball in the Intercity) and both have experienced severe damage to the facilities that limit their programming. Concession and restroom buildings at Clark Ketterman were destroyed by fire. The sports lighting wood poles at Cleveland Park were damaged at the bases from wood rot and had to be removed. RBI will fund up to \$250,000 for improvements to these projects. Their priority would be for lights at Cleveland Park.

Swope Park is Kansas City's largest park with a deep history and has many recreational opportunities. A permanent restroom is needed by the band stand and two restrooms at Camp Lake of the Woods. The department has been successful in applying for and receiving federal grants. A STP Surface Transportation Program Grant for the replacement of Gregory Boulevard from I-435 to Oldham Road was awarded \$4 million and we need design funding to have the project ready to bid in 2025. Two trail projects received TAP (Total Alternative Programming) grant projects for Swope Park were awarded \$1.5 million and need funding for the local match and design.

Spring Valley Park is a major community park. The park has two shelters, and one was destroyed by fire and needs to be replaced. The other wood shelter needs major improvement or completely replaced.

To use the park sales tax reserves requires the City Council and the Director of Finance to approve the use for construction projects. Requesting park sales tax reserves to fund construction in the following amounts: Cleveland Park \$800,000; Clark Ketterman \$950,000; Spring Valley Park Shelters \$900,000; Gregory Boulevard design I-435 to Oldham \$550,000; Swope Park restroom (3 structures) \$1,800,000; Swope Park Trails \$700,000; estimating total revenue in the amount of \$5,700,000 in the 2030 fund; designating requisition authorities; authorizing the Director of Finance to close project accounts; and the City to reimburse itself for certain expenditures.

Recommendation

Staff recommends approval of the park sales tax reserves in the amount of \$5,700,000 in the 2030 fund and authorizes the Director to submit it to the City Council and Director of Finance for funding consideration.



Inter-Departmental Communication

Date: June 25, 2024
To: Board of Parks and Recreation Commissioners
From: Donald Strother – Aquatics Manager
Subject: 2024 Aquatics Master Plan - Approval

BACKGROUND:

Parks and Recreation Aquatics Master Plans provide agencies with a framework for consistent planning, development, and administration of a department's aquatic programs and facilities. These plans help departments to provide the best amenities and services to their residents.

On May 24, 2022 the City of Kansas City, MO Parks Department entered into an agreement with LAND3 Studio, LLC. This agreement facilitated the development of a comprehensive Aquatics Master Plan for all indoor and outdoor aquatic facilities including pools, water parks and spray parks. LAND3 Studio, LLC used Water's Edge Aquatic Design as a sub-contractor in the process.

This plan inventoried and analyzed all KCMO Parks aquatic facilities and serves as a guide for current and future decisions for all aspects of the KCMO Parks and Recreation aquatic facilities. The plan includes three components. One, an extensive review of all physical structures with commentary on necessary repairs, replacement or restoration of the pool systems, including recommendations on renovation or closing existing facilities and options for improving the maintenance and operation including maximizing revenue potential. Two, an examination and commentary on existing operations management and facility maintenance management of all aquatic facilities. The third component is a needs assessment, that includes public and staff engagement. This final report also includes an opinion of probable construction costs for all of the facilities being evaluated.

The total budget of this project was \$75,000.00. Funding was issued from accounts 6490-702800-B-S200, 6490-702800-B-M163, and 6490-702800-B-M161,

RECOMMENDATION:

Staff recommends board approval of the 2024 Aquatics Master Plan for the KCMO Parks and Recreation Department.



Intra-Departmental Communication

Date: June 25, 2024
To: Board of Parks and Recreation Commissioners
From: Emiel Cleaver, Executive Director of Bruce R. Watkins Cultural Heritage Center & Museum
Subject: New HVAC System: Memorandum of Agreement (MOA) with the Missouri Department of Natural Resources (DNR) and City of Kansas City, MO Parks & Recreation Department (KCP&R)

Background

Bruce R. Watkins Cultural Heritage Center & Museum (BRW) is comprised of a building, grounds, parking lot, and historical collection with the building and grounds owned by the State, the parking lot owned by Parks, and the historical collection owned by the FBRW. In addition, Parks & Recreation manages and operates BRW including the historical collection. KCP&R and DNR entered into successive Cooperative Agreements stating that KCP&R would maintain and operate BRW, most recently by Cooperative Agreement dated October 1, 2014, for a ten-year term.

DNR and KCP&R wish to collaborate to repair/replace the facility's HVAC system anticipated to take place the fall of 2024 and a portion of the funds reimbursed from state fiscal year 2025 funds, based on a \$700,000 cost estimate. DNR and KCP&R seek to cooperate to make equal financial contributions needed to complete the project.

Recommendation

Staff recommends Parks Board approval of the New HVAC System: Memorandum of Agreement with DNR and requests Board authorization for the Director or designee to execute the MOA on behalf of the Board.



Intra-Departmental Communication

Date: June 25, 2024
To: Board of Parks and Recreation Commissioners
From: Brad Clay, Deputy Director
Subject: Athletic Field Use Policy Guide

The Parks & Recreation Department coordinates and issues permits for the use of City parks and athletic fields/facilities to organizations and the public for cultural, social, and recreational activities and programs.

The purpose of this guide is to outline the procedure and allocation process for the permitted use of athletic fields/courts. Parks & Recreation will monitor proper use of permits. Priority will be given to Kansas City, MO residents. Parks & Recreation may charge to recover public costs to operate, maintain, supervise, and administer the use of athletic areas in the parks per the adopted Cost Recovery Policy.

RECOMMENDATION:

Staff recommends approval of the Athletic Field Use Policy Guide.

ATHLETIC FIELD USE POLICY GUIDE



KANSAS CITY
Parks & Recreation

INTRODUCTION

The City of Kansas City, MO Parks and Recreation (KCMOPR) coordinates and issues permits for the use of City parks and athletic fields/facilities to organizations and the public for cultural, social, and recreational activities and programs. Athletic fields are available for use from March until November pending weather conditions.

The purpose of this guide is to outline the procedure and allocation process for the permitted use of athletic fields/courts KCMOPR will monitor proper use of permits. Priority will be given to Kansas City residents. KCMOPR may charge to recover public costs to operate, maintain, supervise, and administer the use athletic areas in the parks per KCMOPR's adopted Cost Recovery Policy.

Submission of an *Athletic Field Use Application* does not constitute approval. Requests for additional use or programs not covered by the *Athletic Field Use Policy Guide* should be addressed in writing to KCMOPR.

FIELD USE ONLINE APPLICATION

Online application for the use of athletic fields is available at:

kcparks.org

Online Applications must be submitted at least 30 working days prior to field/court use.

Athletic fields are available for use from **March until November** pending weather conditions.

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DEFINITION OF TERMS

Resident Status

Resident status is defined as groups or organizations within Kansas City, MO for Athletic Field use. Athletic Field Use: Team rosters and/ or individual participant utility bills/photo ID/voter registration card may be required by KCMOPR staff to verify residency status.

Youth Status

Youth status is defined as persons 18 years of age or under.

Non Profit 501c3 Status

To qualify as a Non-Profit user, the organization must meet all criteria. **The organization must be registered as a not for profit corporation with the State of Missouri, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly state that the objectives of the organization are of a non-profit, noncommercial nature.** Visit www.irs.gov for additional information on Non-Profit Status (501c3).

The organization must complete ONLINE the following:

1. Athletic Field Use Application
2. If incorporated, submit State Incorporation papers and bylaws;
If not incorporated, submit constitution and bylaws or mission statement
3. Current financial statement including membership fee scale for participants (sport leagues)
4. Roster of Officers /Organizers
5. List of persons authorized to make reservations for your organization
6. List of organization on-site/ person in charge and contact information for each date.
7. Team Rosters/player addresses/ photos/school IDs/utility bills-to verify residency status (sport leagues)
8. Fee payment/deposit
9. Banner Permit Request Form (if applicable)

If approved, a permit is issued after submission of the organization's Athletic Field Application

10. Certificate of Insurance

An organization's application is reviewed once ALL required documents are submitted.

****Organizations with debt to the City of Kansas City will not be permitted to use the athletic fields/courts until the balance is paid in full.****

Seasons

The Athletic Field Use Application must be submitted one season at a time. Spring (March 1 - May 31), Summer (June 1 - August 31), Fall (September 1 - October 31).

CITY ATHLETIC FIELDS & FACILITIES

Due to the limited number of fields, KCMOPR has established a priority use. Allocation of fields will follow the terms set forth herein as sustainability allows. First priority will be given to any KCMOPR program, activity, or event. KCMOPR has exclusive discretion in decisions on scheduling fields/courts and such decisions shall be final.

Priority Group Qualification

Priority use of fields/facilities will be allocated as follows:

***Group 1:** Non-profit Youth Recreational Organizations with at least 51% Kansas City residents.

- Must be registered and operating only as a non-profit through the State of Missouri. Tax # and registered name must be provided.
- Organization must be open for participation from all youth who reside in Kansas City.

***Group 2:** Non-profit **Adult** Recreational Organizations with at least 80% Kansas City residents.

- Must be registered and operating only as a non-profit through the State of Missouri. Tax # and registered name must be provided.
- Organization must be open for participation from all adults who reside in Kansas City.

Group 3: Other Non-Profit Youth Organizations with less than 51% Kansas City residents.

Group 4: Other Non-Profit Adult Organizations with less than 80% Kansas City residents.

Group 5: For-Profit Commercial Agency located within the city limits of Kansas City.

Group 6: For-Profit Commercial Agency located outside the city limits of Kansas City.

PROCESS FOR OBTAINING PERMITS

Athletic Field Use Request

Each organization is required to submit an Athletic Field Use Online Application for use of KCMOPR athletic fields/courts. Multiple use reservations may be made for more than one date or with re-curing weekly use. Any field/court use request that totals 9 or more dates within the calendar year requires a Facility Use Agreement that must be approved by the Parks & Recreation Board. Questions and/or requests regarding Facility Use Agreements should be addressed in writing to KCMOPR. **Submission of the online application does not constitute approval.** Approval is given according to priority group qualification as listed on page 4, after a payment or deposit is paid, proof of insurance may be required and when a permit is issued. Every effort will be made to accommodate the user group's use of fields. Priority of fields/courts will be given to traditional primary season sports and by priority grouping.

Permit Procedures

Requests to permit the use of KCMOPR athletic fields/courts are made through the Parks and Recreation Department located at Kansas City Parks and Recreation Administration Office, 4600 East 63rd St Trfwy Kansas City MO 64130. Groups of 10 or more individuals who wish to utilize an athletic field/court must complete an online application and sign the *Acknowledgement of Receipt* of the rules and regulations outlined in this guide. KCMOPR has exclusive discretion in decisions on scheduling of City fields and such decisions shall be final. Submission of the online *Athletic Field Use Application* is required and must be submitted a minimum of thirty (30) working days prior to the requested use date. Payment or deposit is due in full at the time the permit request is submitted. **Proof of insurance may be required prior to a permit being issued.** Game and practice schedules will be required for submittal and will be used by Parks and Recreation staff to insure fields are being used as allocated.

Portable Restrooms

User groups are required to reserve and pay for portable restrooms. KCMOPR will recommend number of necessary units based on size of rental.

Liability Insurance Requirements

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance from a company authorized to do business in the State of Missouri with policy limits of not less than \$1,000,000 per occurrence/2,000,000 in aggregate. If youth are involved coverage for sexual abuse and molestation is required with the same coverage amount and must be listed separately in the ACCORD Form or as an attachment. **The City of Kansas City, MO, its elected and appointed officials, officers, agents and employees shall be named as additional insured by endorsement.** Such policy or policies of insurance shall

further provide that said policies of FACILITY USER shall be primary over any insurance held by KCMOPR that may be applicable. The types and limits of insurance may be changed from time to time as determined by KCMOPR. FACILITY USER agrees to hold KCMOPR harmless and free from any liability of any nature arising out of the use of recreational facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

General Indemnification

(a) For purposes of this Section only, the following terms shall have the meanings listed:

1. **Claims** means all claims, damages, liability, losses, costs and expenses, court costs and reasonable attorneys' fees, including attorneys' fees incurred by the City in the enforcement of this indemnity obligation.
2. **Licensee's Agents** means Licensee's officers, employees, subconsultants, subcontractors, successors, assigns, invitees, and other agents.
3. **City** means City and its agents, officials, officers and employees.

(b) Licensee's obligations under this Section with respect to indemnification for acts or omissions, including negligence, of City, shall be limited to the coverage and limits of insurance that Licensee's is required to procure and maintain under this Contract.

(c) Licensee shall defend, indemnify and hold harmless City from and against all claims arising out of or resulting from all acts or omissions in connection with this Contract caused in whole or in part by Contractor or Licensee's Agents, regardless of whether or not caused in part by any act or omission, including negligence, of City. Licensee is not obligated under this Section to indemnify City for the sole negligence of City.

(d) In no event shall the language in this Section constitute or be construed as a waiver or limitation of the City's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

Fee Payment/Deposit

- **Leagues**– *Deposit* due at time of online application submittal. KCMOPR will work with league organizer/group for payment schedule.
- **Individuals**– *Payment* due at time of online application submittal.
- **Tournaments**– *Payment* due at time of online application submittal.

Failure to pay will result in loss of field use. Additional fees will be applicable for unauthorized or extended field use beyond times listed on the permit and may result in the cancellation of current use and/or prohibition of future use.

Payments via check, money order or credit card are accepted.

****Organizations with debt to KCMOPR will not be permitted to use the athletic fields/parks until the balance is paid in full.**

Permit Cancellation and Refunds

Permits may be rescheduled. Permits adjusted by KCMOPR or due to inclement weather may be rescheduled as availability allows. Permits canceled by the user will **NOT** be refunded in full. KCMOPR may cancel use of fields/courts for any of the following:

- KCMOPR begins work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide spraying, and forces of nature.
- Non adherence to *Athletic Field Use Policy* or City ordinance.

Fee Waivers or Reductions

Fee waivers or reductions are available for a variety of events, including sports, tourism, cultural, general and major community events and activities. There is a limit of two reductions or waivers per calendar year. The Director has the authority to add additional waivers.

Notice of Non Use of Field

Any organization that has been allocated space and does not intend to use it according to the permit issued shall notify KCMOPR so that the fields may be reallocated or otherwise used. **Non use of a field may result in revocation of the allocated field.** Please see “Three Strikes Rule” page 10.

ALLOCATION PROCEDURES

Allocation of fields will follow this Policy Guide. Fields will be allocated by priority use and permitted as sustainability allows (page 4). Fields will be allocated to teams/organizations based on the percentage of verifiable total Kansas City residents participating on that team/organization in relation to all teams in that priority group. Verification of Kansas City residency will be established by providing such documentation as KCMOPR staff deems necessary up to and including team rosters, player addresses, picture ID, utility bill, voter registration card. Unless written permission is granted by KCMOPR staff these are the operating hours.

Field use times will be divided into Prime time and Non-prime time.

Hours of use are: Monday through Sunday 8:00am-9:30pm.

****Prime time priority**** is given to **YOUTH** organizations Monday through Friday 4:00pm to 8:00pm and all day Saturday and Sunday from 8:00am-4:00pm.

Non-prime time priority is given to **ADULT** organizations Monday through Friday 8:00pm to 9:30pm and Saturday and Sunday from 4:00pm-9:30pm. As site specifics and sustainability allow.

Teams, organizations, and groups consisting of 10 or more individuals, will be required to provide schedules that indicate all allocated fields are being used.

Fields not being utilized by the appropriate organization or team indicated on the use schedules three (3) times during a season and/or the reserved period of use will be reassigned. Team and organizations will be notified when a field has gone without use by KCMOPR staff and also prior to reassignment. Please see “Three Strikes Rule” (page 10). KCMOPR reserves the right to reassign field assignments to accommodate the needs for tournaments and/ or special events. All organizations hosting tournaments on fields must meet with KCMOPR staff a recommended 30 days prior to tournament date to complete a Tournament Checklist Form. After all requirements for application of field use are met, a formal permit will be issued authorizing use of fields. Submission of field request does not constitute approval. **A copy of the permit must be available at each site approved for inspection by staff.**

FIELD/FACILITY RULES & REGULATIONS

In addition to the **online Athletic Field Use Application**, a completed copy of the *Acknowledgement of Receipt Form* is required. Applicants are required to abide by the specific rules of the application as well as other City codes. Failure to comply may result in a strike, retention of a group’s deposit, and/or cancellation of any current or future permits.

These rules include but are not limited to:

1. Groups consisting of 10 or more individuals wishing to use a field must acquire a permit with KCMOPR. Field use permit must be available during use and presented to any KCMOPR representative upon request. KCMOPR has exclusive discretion in decisions on scheduling of fields and such decision shall be final.

2. It is the responsibility of the organization liaison and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
3. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended field use beyond times listed on the permit. Check your permit for specific times you may access the fields.
4. No subleasing of fields is allowed under any circumstance. ***Subleasing of fields may result in revocation of all permits.***
5. Parking is allowed only in designated areas. No vehicles are allowed on fields or property, other than parking lots, without written permission noted on the permit issued by KCMOPR. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues. For large events, a parking plan and city street closure permit may be required in accordance with City ordinance.
6. Sale or consumption of alcoholic beverages are not allowed in parks and fields.
7. Fighting, threatening, disorderly conduct of any kind as well as abusive or vulgar language will not be tolerated.
8. Selling food or other items is not allowed without KCMOPR approval and must be noted on the permit.
9. **Banners may not be posted without KCMOPR approval** and noted on your permit
10. Property boundary walls and fences are not to be used as backstops at any time.
11. Portable goals and/or markers and storage units are allowed but must be removed daily.
12. At the conclusion of games or practice each **user group is responsible for picking up trash and debris and depositing it into the proper trash bins/dumpster. Adjoining areas must be clear of all trash.**
13. Please leave park areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
14. Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Rainout Line at (816) 306-3323 or accessing the Rainout Line App. It can be downloaded from the Apple App Store and Android Market.
15. **NO** alcohol, gambling, fireworks or flammable material, narcotics or drugs, firearms and weapons are allowed.
16. All permits must be available at the site during the event and readily available to any member of KCMOPR, Fire Department and/or Department of Inspectional Services.

Starting & Ending Use Times

KCMOPR fields may be permitted as available between 8:00am and 9:30pm. Use begins and ends at the times stated on the permit including setup and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Field preparation and participant warm up allowed within the parameters of field use hours. Additional fees will be charged for unauthorized or extended use beyond times listed on the permit. Check your permit for specific times you may access the fields.

Allocation Procedure Formula

Fields will be allocated to teams/organizations based on the percentage of verifiable total Kansas City residents participating on that team/organization in relation to all teams in that priority group. *Note: the allocation of a half (1/2) field will be considered for youth & adult practices, depending on the number of team participants. Due to the limited field space, two (2) league organizations might be allocated a half field to be used at the same time.*

To resolve a discrepancy between two large youth organizations that request use of the same site/field, an allocation formula will be used to determine the number of fields/field areas that will be allocated to each organization. The total number of organization participants that are **Kansas City residents** will be divided by the minimum roster size for each sport to determine the total number of teams in an organization.

SITE SPECIFIC FIELD USE

Tournament Procedures

All general rules and reservation procedures as specified in the *Athletic Field Use Policy Guide* are applicable during tournaments. Additional provisions for tournaments are stated in this section. Tournament applicants must complete an online *Athletic Field Request Application*. Submission of this form does not constitute approval. Approval is given according to allocation policy, after fees are paid and when a permit is issued. Tournament applicants must receive KCMOPR approval to sell food, use a snack bar and/or barbeque, and will warrant a Concession Use Agreement approved by the Parks Board. This approval must be noted on the permit prior to use. All organizations conducting tournaments using KCMOPR fields must meet with KCMOPR staff a recommended 30 days prior to the tournament date and complete a *Tournament Checklist*. If it is expected that a gathering of 100 or more persons be expected, a **Police Detail** may be required. Game times and field use must follow all policies outlined in the *Athletic Field Use Policy Guide*.

Traffic and Parking

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during post season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the users responsibility to alleviate traffic and parking issues. No vehicles are allowed on fields or property, other than parking lots, without written permission noted on the use permit issued by the KCMOPR.

Standard First Aid Supplies

It is the responsibility of each organization/group to purchase their own first aid supplies and have them readily available on site during their use of fields. Supplies include, but are not limited to: ice packs, band-aids, and sling.

MAINTENANCE ISSUES

Rest And Renovation

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. KCMOPR does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the condition and playability of the fields takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

Athletic Field Lining/Marking

Lining of fields is prohibited without a permit.

Burning lines on fields is not permitted.

Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit.

Field Modifications

Requests to modify, resize, add multiple field use, or improve any field or facility shall be submitted with conceptual drawings to the KCMOPR. **No temporary or permanent structures or equipment shall be erected on any facility unless approved by the Division and is dedicated for community use.** Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to policy. Approval will be provided in the form of a written document and will outline the scope of the project as approved. Adding additional fields to a site without written permission from KCMOPR staff will result in a Strike permit getting taken away. Modified fields for multiple use will be billed appropriately.

FIELD CLOSURE PURPOSE & POLICY

KCMOPR athletic fields/courts have been designed and are maintained for the enjoyment and use of Kansas City residents. The purpose of this policy is to guide the use of athletic fields/courts, to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality conscious fields and sport complexes. User groups are asked for assistance by accepting and adhering to these rules. Groups who use athletic fields and facilities are expected to assist in protecting their participants and fields during periods of rain or

inclement weather. **It only takes one practice or game to destroy a field that is not ready for play.**

Policy

KCMOPR reserves the right to cancel or suspend outdoor facility or field use permits for games, practices and other uses whenever field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, weather alerts, pesticide application, and forces of nature.

Procedure

KCMOPR shall have the authority to close any or all athletic fields whenever weather or field conditions dictate. **During inclement weather, KCMOPR staff shall be responsible for assessing field conditions and updating field status.** Should weather conditions deteriorate, staff will reassess field playability and close fields if conditions dictate. Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of user/players; existing and forecasted weather conditions for the day; and potential damage to the field due to play or practice use.

Inclement Weather Field Closures

In the event of inclement weather fields may be closed. **It is the user group's responsibility to call the Rainout Line at (816) 306-3323 or from the Rainout Line App. It can be downloaded from both the Android Market and Apple App Store.**

Groups cannot play on fields that have been closed. If use does take place when the fields have been closed,

KCMOPR may bill the user group for damage to the fields and/or revoke permits. User group is responsible for any damages caused to a field by playing in questionable weather. **This includes, but not limited to damages done trying to dry out the field such as digging ditches, raking mud into the fencing, pushing water into the outfield/grassy areas or applying a drying agent.** Violations will constitute a strike against the organization and/or may result in cancellation of your permit- see "Three Strikes Rule" page 10.

THREE STRIKES POLICY

Purpose

The purpose of this policy is to implement a systematic method of enforcing the *Athletic Field Use Policy Guide*.

Policy

KCMOPR reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon user groups violating the established *Athletic Field Use Policy Guide*.

Examples (Include but not limited to the following.)

In the event of inclement weather, wet fields may be closed. It is the user organizations/groups responsibility to call the Rainout Line at (816) 306-3323 or from the Rainout Line App. It can be downloaded from both Android Market and The Apple App Store. Organizations/groups cannot play on fields that have been closed.

- If play does take place the user organizations/groups may be billed for damage to field(s). Violations may constitute a strike against the organizations/groups.
- If fields are not used as requested, permits may be rescinded. Organizations/groups not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations. Violations may constitute a strike against the organizations/groups.
- Any user organizations/groups that has been allocated space and does not intend to use it regularly, shall notify KCMOPR so fields may be reallocated or otherwise used at their maximum. Violations may constitute a strike against the organization/group.

Strike One*

Strike one consists of documented activity in direct violation of the *Athletic Field Use Policy Guide*.

Penalty- A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file.

Strike Two*

Strike two occurs after a second documented violation within one year (365) from first strike.

Penalty- The group will be informed by letter that a KCMOPR staff member may be assigned to their permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to KCMOPR.

Strike Three*

The third documented violation within a one year (365 days) time frame from the first violation.

Penalty- Permits will be revoked for the remainder of the year and possible loss of future allocation.

APPEALS

Appeals must be submitted in writing and no later than thirty (30) days after being informed of the violation to KCMOPR.





Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with Get Bucketz Association

BACKGROUND

The Get Bucketz Association is requesting to put on the Go Hard or Go Home Basketball tournament at Concourse Park on August 3 and 4, 2024. This is a 3 v 3 tournament with cash prizes, a Kidzone, food trucks, vendors, and raffles.

The Get Bucketz Association wishes to enter into a Facility Use with Concession Agreement for the use of The Concourse Park located at 200 Benton Blvd to hold the Go Hard or Go Home Basketball tournament on August 3 – 4, 2024. They are expecting 400 + participants.

The Kansas City Parks and Recreation Department will be compensated \$1,000/day for this two-day event. Set-up will begin at 8am on August 3rd and tear down will end at 6pm on August 4, 2024. The event hours are from 12pm to 5pm. Security will be on site. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A list of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event.
8. A written-out plan to address litter and recycling during the event.

RECOMMENDATION

Staff recommends Board approval of the Agreement with the Get Bucketz Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with Kansas City Irish Fest

BACKGROUND

The Kansas City Irish Fest is dedicated to promoting the culture, music and history of Ireland and of the Irish people who call Kansas City home. The Kansas City Irish Fest offers attendees the chance to see some of the top Irish entertainment in the world. Their mission is to graciously provide our local and regional community with the best, friendliest and most enjoyable Irish cultural weekend by creating and presenting the best blend of music, education, and great craic.

The Kansas City Irish Fest wishes to enter into a Facility Use with Concession Agreement for the use of Washington Square Park, located at 100 E. Pershing Rd and Grand Boulevard from 26th street to OK street and Pershing Rd from Grand Boulevard to McGee, to hold the 2024 Kansas City Irish Fest on August 30 through September 1, 2024. The Festival will include Irish culture vendors, food, beverages, as well as alcohol vendors.

The Kansas City Parks and Recreation Department will be compensated \$18,500.00 for this three-day event. Set-up for the festival will begin at 7am on August 27, 2024, and tear down will end at 10pm on September 3, 2024. This agreement also includes the responsibility of the licensee for restoring the park and pavers to their original condition or reimbursing costs associated with repairing the park and pavers to their original condition. KCPD, KCFD, FBI, and KC Medical will be on hand for this event. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A list of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event.
8. A written-out plan to address litter and recycling during the event.
9. A Plan to protect the integrity of the walking pavers in the park at all times.

RECOMMENDATION

Staff recommends Board approval of the Agreement with the Kansas City Irish Fest and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with Black Vine Worldwide Media Group, LLC

BACKGROUND

The Black Vine Worldwide Media Group, LLC provides content from legendary artists, up and coming artists, independent filmmakers, cultural trail blazers, and taste-makers. The Black Vine Worldwide Media Group, LLC strengthens its influence on pop culture by opening avenues to develop revenue streams and to capture a piece of the global marketplace that is ripe with opportunities.

The Black Vine Worldwide Media Group, LLC wishes to enter into a Facility Use with Concession Agreement for the use of the Great Lawn located at 1600 John Buck O'Neil Way, to hold the 18th & Vine Blues and Culture Concert on September 7, 2024. The concert will include an outdoor stage and all the amenities of the legendary 18th & Vine district. They are expecting 2,000 participants.

The Kansas City Parks and Recreation Department will be compensated \$5,000 for this one-day event. Set-up for the festival will begin at 7am and tear down will end at 12am on September 7, 2024. The event hours are from 3pm to 10pm. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A list of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event.
8. A written-out plan to address litter and recycling during the event.

RECOMMENDATION

Staff recommends Board approval of the Agreement with the Black Vine Worldwide Media Group, LLC and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with the Country Club Plaza

BACKGROUND

One of the longest-running and most beloved art festivals in the country, the Plaza Art Fair, is in its 93rd year. Enjoyed by artists for its knowledgeable crowds, attentive staff and beautiful location on the historic Country Club Plaza in Kansas City, Missouri, the Plaza Art Fair attracts more than 90,000 art patrons each year. Ranked in the top ten fine arts festivals in the Art Fair Sourcebook, it has grown over nine decades to be a premier festival of fine art and fine craft. The Plaza Art Fair is consistently recognized as Kansas City's best annual event. It marks the arrival of autumn for Kansas Citians and artists alike and attracts tourists from all over the Midwest.

The Country Club Plaza wishes to enter into a Facility Use with Concession Agreement for the use of Ward Parkway located at 47th and Ward Parkway to hold the 92nd Annual Plaza Art Fair on September 19, 2024, through September 23, 2024. The festival will include live music, food, beverage, alcohol, and merchandise vendors. Ward Parkway from Pennsylvania to Central Street will be closed during this event. This is a free event, and they expect approximately 90,000 in attendance.

The Kansas City Parks and Recreation Department will be compensated \$3,200.00 for this 3-day event. The event dates are September 20 through September 22, 2024. Set-up for the festival will begin at 9pm September 19, 2024, and tear down will end at 6am on September 23, 2024. KCPD and Security will be onsite. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A List of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of any other City permits required in hosting the event
8. A written-out plan to address litter and recycling during the event

RECOMMENDATION

Staff recommends Board approval of the Agreement with the Country Club Plaza and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with PeaceWorks, Kansas City

BACKGROUND

The PeaceWorks, Kansas City group presents the PeaceWorks, KC Local Art Fair, which is a fundraiser for PeaceWorks, Kansas City, a non-profit all volunteer organization promoting peace and justice. Artists will sell their treasures, ranging from pottery to paintings, from photos to clothes. The event will have a mix of artists tents and social justice tables.

PeaceWorks, Kansas City wishes to enter into a Facility Use with Concession Agreement for the use of the Theis Park at Oak and 47th Streets, to hold their event on September 21 and 22, 2024. This is a free event, and they are expecting approximately 800 participants per day.

The Kansas City Parks and Recreation Department will be compensated \$2,100.00 dollars for this event. Set-up for the event will begin at 8 a.m. on September 20, 2024, and tear down will end at 7 p.m. on September 22, 2024. The event hours are from 10 a.m. to 5:00 p.m. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A list of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event.
8. A written-out plan to address litter and recycling during the event.

RECOMMENDATION

Staff recommends Board approval of the agreement with the PeaceWorks, Kansas City and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement the West Plaza Neighborhood Association

BACKGROUND

At the West Plaza Music/Art in the Park event, local artists and crafts people as members of the WPNA gather to display and sell their art and share music. The event will have music, food trucks, vendor booths, face painting, balloon art and entertainment provided for attendees. This event will also function as a membership drive for the West Plaza residents to join and volunteer for all of the activities the WPNA does for the neighborhood.

The West Plaza Neighborhood Association wishes to enter into a Facility use with Concessions Agreement for the use of Westwood Park, located at W. 47th St. & Wyoming St., to hold the West Plaza Music/Art in the Park 2024, on September 21, 2024. The event expects approximately 200 in attendance.

The Kansas City Parks and Recreation Department will be compensated \$1,000.00 for this 1-day event. Set-up for the festival will begin on September 21, 2024, at 9am and event hours are September 21, 2024, from 11am to 5pm, with tear down immediately following. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A List of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of any other City permits required in hosting the event
8. A written-out plan to address litter and recycling during the event

RECOMMENDATION

Staff recommends Board approval of the agreement with the West Plaza Neighborhood Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Rob Loya, Events Administrator
SUBJECT: Facility Use with Concession Agreement with Waldo Area Business Association

BACKGROUND

The Waldo Area Business Association has been representing the interests of the Waldo Business Community since 1965 and will be celebrating their 31st Annual Waldo Fall Festival, which will be a family-friendly neighborhood festival with merchandise vendors, food trucks, local music, and family activities.

The Waldo Area Business Association wishes to enter into a Facility Use with Concessions Agreement for the use of Gregory Boulevard between Wornall Road and Brookside Road for the 31st Annual Waldo Fall Festival, on September 21, 2024.

The Kansas City Parks and Recreation Department will be compensated \$1,000 for this one-day event. Set-up for the festival will begin at 7am on September 21, 2024, Festival hours are 10am to 8pm on September 21, 2024, and tear down will end at 11:59pm on September 21, 2024. Security will be on site. They are expecting 3,500 in attendance. Certificate of insurance will cover all applicable requirements and be due 14 days before the first event date.

The contractor will be responsible for providing the following items:

1. A list of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event.
8. A written-out plan to address litter and recycling during the event.

RECOMMENDATION

Staff recommends Board approval of the Agreement with the Waldo Area Business Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.

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Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Jennifer Jutte, Superintendent, Community Services
SUBJECT: Facility Use without Concessions Agreement – North Suburban Youth Football League, Inc.

BACKGROUND:

North Suburban Football League (NSYFL) is requesting the use of Waterwell Athletic Complex, located at Missouri Highway 9 and North Broadway; San Raphael Football field, located at 3904 NE Chouteau Trafficway; and Pleasant Valley Road Athletic Complex Football Fields #1 & #2 located at 6401 NE Pleasant Valley Road for the limited purpose of conducting youth football clinics, practices, games and associated activities during the term of the License. Activities will take place at various times Saturday - Sunday.

NSYFL will compensate at a rate of \$20.00/day/field and \$30.00/hour for lights for a total projected compensation of \$18,310.00. Payments of \$3,662.00 will be made monthly.

The Term of this License shall start on July 1, 2024, and end no later than December 1, 2024. Commercial General liability and sexual abuse molestation insurance will be provided per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of this Facility Use Agreement with North Suburban Youth Football League, Inc. and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024

TO: Board of Parks and Recreation Commissioners

FROM: Jennifer Jutte, Superintendent, Community Services

RE: Facility Use without concessions Agreement - E.D.O. Soccer Academy

BACKGROUND:

Estrella De Oro, also known as E.D.O Soccer Academy, was founded by the father & Son duo - Juan & Victor Muniz in 2001. E.D.O Academy's mission focuses on giving kids the opportunity to practice soccer while giving back and learning to be active members of their communities. E.D.O supports children, and it is their goal to provide them with the motivation/opportunities for growth while seeking post-secondary education with the help of bringing soccer to the community. An additional focus is to create a welcoming community that promotes diversity, inclusivity, and respect for all.

E.D.O. Soccer Academy is requesting the use of the soccer facilities at 9th and Van Brunt for youth soccer activities. Activities will take place from 6:00 p.m. – 8:00 p.m. on Tuesday and Thursday and 9:00 a.m. – 1:30 p.m. on Saturday. They will compensate the City \$50.00 per hour for a total compensation of \$4,150.00.

The terms of this agreement will begin June 26, 2024, and end August 31, 2024.

E.D.O. Soccer Academy will provide commercial general liability and sexual abuse/molestation insurance per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of the contract with E.D.O. Soccer Academy and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024

TO: Board of Parks and Recreation Commissioners

FROM: Jennifer Jutte, Superintendent, Community Services

RE: Cooperative Agreement - First Reformed Church

BACKGROUND:

First Reformed Church, located in Holland, Michigan, is coming to Kansas City on a mission trip and will be staying at the Independence Boulevard Christian Church. They have requested the use of the shower facilities at Gregg Klice Community Center during the terms of the agreement. This is similar to an agreement with another organization that Parks and Recreation has worked with in the past.

First Reformed Church will provide a staff member and/or adult leader while the youth are using the facilities during agreed upon times at Gregg Klice.

Youthworks will compensate \$5.00/youth day for a total estimated compensation of \$750.00. This agreement runs from July 22, 2024, to July 27, 2024.

First Reformed Church will provide commercial general liability and sexual abuse/molestation insurance per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of this agreement with First Reformed Church and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024

TO: Board of Parks and Recreation Commissioners

FROM: Jennifer Jutte, Superintendent, Community Services

RE: Facility Use without Concessions Agreement - Come to Jesus Worship and Praise Church

Come to Jesus Worship and Praise Church is requesting the use of facilities at Gregg Klice Community Center for the purpose of conducting church services. Services will be conducted from 11:00am – 2:00pm each Sunday in the dance studio during the terms of this agreement. They agree to confine messaging only to participants of the church services. No messaging shall occur in any other space at the community center including the sidewalks, parking lots and common areas.

They will compensate City \$45.00/hour, \$135.00/day for a total estimated payment of \$5,805.00.

The terms of this agreement will begin July 7, 2024 and end April 27, 2025.

Come to Jesus Worship and Praise Church will provide commercial general liability insurance per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of the contract with Come to Jesus Worship and Praise Church and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024

TO: Board of Parks and Recreation Commissioners

FROM: Jennifer Jutte, Superintendent, Community Services

RE: Facility Use without Concessions Agreement - True Love Missionary Baptist Church

BACKGROUND:

True Love Missionary Baptist Church is requesting the use of facilities at Gregg Klice Community Center for the purpose of conducting church services on Sundays from 10:00 a.m. – 12:00 p.m. Messaging will be confined to the participants only. No messaging will occur in any other space at the community center, including the sidewalks, parking lots and common areas.

They will compensate \$40.00/hour for facility usage, \$90.00/day, for a total estimated payment of \$4,860.00. Payments will be made weekly to the community center.

The terms of this agreement will begin June 30, 2024, and end June 29, 2025.

True Love Missionary Baptist Church will provide commercial general liability insurance per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of the Agreement with True Love Missionary Baptist Church and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Jennifer Jutte, Superintendent, Community Services
SUBJECT: Facility Use without Concessions Agreement – 4EVA Envy Drill Team, LLC

BACKGROUND:

Founded in 2021, 4EVA Envy Drill Team, LLC is requesting the use of the facilities at Gregg Klice Community Center for drill team practices. Practices will take place from 10:00 a.m. 12:00 p.m. Mondays, Tuesdays, and Wednesdays during the terms of this agreement.

4EVA Envy Drill Team will compensate \$75.00/hour for the use of the gymnasium for a total estimated compensation of \$18,150.00.

This agreement will begin on July 1, 2024, and end on April 30, 2025. Commercial general liability and sexual abuse/ molestation insurance will be provided per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of this Facility Use Without Concessions Agreement with 4EVA Envy Drill Team, LLC and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 26, 2024

TO: Board of Parks and Recreation Commissioners

FROM: Jennifer Jutte, Superintendent, Community Services

SUBJECT: Facility Use without Concessions Agreement – Eagle Youth Football

BACKGROUND:

Eagle Youth Football is requesting the use of the Robert R. Hodge Park, multipurpose fields #1 & #2, and rugby field #1, located at Shoal Creek Parkway and NE Reinking Road, for the limited purpose of conducting football clinics, practices, games, and associated activities during the Term of the License. Activities will take place Monday through Thursday from 4:00 p.m. – 9:00 p.m.

Eagle Youth Football will compensate at a rate of \$20/day/field for a total projected compensation of \$4,200.00.

The Term of this License shall start on July 25, 2024, and end no later than November 3, 2024.

Eagle Youth Football will provide commercial general liability and sexual abuse/molestation insurance per City's requirements.

RECOMMENDATION:

Staff recommends Board approval of this Facility Use Agreement with Eagle Youth Football and requests Board authorization for the Director or designee to execute and administer the agreement on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: Stephen Van Rhein, Environmental Manager – Natural Resources Division
SUBJECT: Award of Contract to Van Booven Lawn, Landscape & Tree Care for Park Arboretum Tree Maintenance Services FY25-29

BACKGROUND

On April 16, 2024, a request for proposals (RFP) opening was conducted for Project No. NRM2025ARB professional tree maintenance services in the Stanley R. McLane Arboretum in Jacob L. Loose Park and Mill Creek Park. A total of three (3) proposals were received. The Staff recommends Van Booven Lawn, Landscape & Tree Care for submitting the lowest and best proposal. The total base bid is \$580.50 per hour and a contract amount not to exceed \$70,000.00.

This contract will address tree maintenance pruning and removal needs in the Stanley R. McLane Arboretum and the Mill Creek Park arboretum. The contract will address approximately 300-400 trees. The term of this contract will be for a period of one year, not to exceed May 31, 2023. The City has the option to extend the term of this Contract with approval from the Board of Parks & Recreation Commissioners for four (4) additional one-year renewal periods.

Funding for these services is found in the 3090-707771 account.

SLBE goals have been waived for this project.

RECOMMENDATION

Staff recommends Board approval of the Contract with Van Booven Lawn, Landscape & Tree Care in the amount of \$70,000.00 and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



Intra-Departmental Communication

Date: June 25, 2024
To: Board of Parks and Recreation Commissioners
From: Stephen VanRhein, Natural Resources Manager
Subject: Award of Contract to ArborPro, Inc. for Tree Inventory Services FY25-29

BACKGROUND AND DESCRIPTION

On Monday, April 8, 2024, a proposal opening was conducted for Tree Inventory Services FY25-29. A total of two (2) proposals were received. The Staff recommends ArboPro, Inc. as the best proposal. The cost per tree inventoried is \$5.70 and \$3.25 for each planting site identified.

This contract includes the performance of a complete street tree inventory of an estimated 150,000 public trees. The inventory will be completed in eighteen-(18) months. The data collected is important to the proper management of our public trees by providing the recommended maintenance for each tree. It also fulfills one of the recommendations of the Urban Forest Master Plan to have an updated tree inventory. The term of this Contract will be for a period of one year, not to exceed June 30, 2025. The City has the option to extend the term of this Contract with approval from the Board of Parks & Recreation Commissioners for four-(4) additional one-year renewal periods.

The CREO Department has reviewed and approved a waiver for no goals on this project.

Funding for these services is found in Forestry account #3090-707771.

RECOMMENDATION

Staff recommends awarding the Tree Inventory Services FY25-29 contract to ArborPro, Inc. for an amount not to exceed \$400,000.00, and a term not to exceed June 30, 2025, and authorizing the Director, or his designate, to execute said contract on behalf of the Board.



Intra-Departmental Communication

Date: June 25, 2024

To: Board of Parks and Recreation Commissioners

From: James Wang, Chief Engineer – Eng., Pln., & Design Division

Subject: Blue River Trail Martha Truman Connector – TAP 3301 (519)
Transportation Alternates (TAP) Grant Award Supplement

Background

The Federal Highway Administration (FHWA) Transportation Alternatives (TAP) grant program awarded funding to the Blue River Trail Martha Truman Connector project in the amount of \$250,000. This grant award was approved by the Park Board on May 7, 2019. This project required a local match of \$62,500 that was funded through 6th District PIAC in Fiscal year 2019-20. The project was designed, and the engineer's estimate indicated that the available construction funding was insufficient to construct the trail segment. An additional \$342,200 became available and was requested from the TAP grant program in the Mid-America Regional Council (MARC) Active Transportation Programming Committee (ATPC) Transportation Improvement Program (TIP) amendment submitted April 23, 2024. This will require an additional \$85,550 local match, for which 6th District PIAC funds are available in account 3090-708609-70191308.

The project will provide recreational and transportation opportunities along the Blue River and connects to amenities along Indian Creek, Blue River, and Trolley Trail. This section of the trail is part of the Metro Green Plan and the Trails KC Plan. This section will connect major trail systems in Kansas City, MO. This supplemental agreement will require City Council approval because estimation of revenue is required for the TAP grant.

Recommendation

Staff recommends Board approval of the Federal Highway Administration Grant for a local match of an additional \$85,550 and request Board authorization for the Director or designee to execute the necessary documents on behalf of the Board.



Intra-Departmental Communication

DATE: June 25, 2024
TO: Board of Parks and Recreation Commissioners
FROM: James Wang, PE, Chief Engineer – Engineering, Planning, and Design
SUBJECT: Change Order #3 (Final Change Order) with J M Fahey for the Red Bridge Complete Street project

BACKGROUND

On November 9, 2021, the Board approved a construction contract with J M Fahey Construction in the amount of \$6,340,060.20.

The Board approved Change Order #1 and Changer Order #2 that added replacement of an existing 16” high-risk water main from Oak Street to Holmes Rd to the contract and modification to the storm sewer installation to resolve utility conflicts. Change #1 and Changer #2 together increased the contract amount by \$1,589,863.39 and extended the contract time by 315 calendar days.

Roadway construction was substantially completed on November 25, 2023, and landscaping was completed in spring 2024. Change Order #3 (Final Change Order) will adjust contract quantities based on as-constructed conditions. Contract overrun items include subgrade stabilization, asphalt surface, asphalt base, stamped concrete, commercial driveways, curb & gutter, integral retaining wall, decorative rock, and sod. Contract underrun items include 4” and 6” aggregate base, curb, median nose, paver stones, ADA ramps, temporary seeding, temporary surface asphalt, temporary base asphalt, temporary aggregate base, topsoil, steel edging, and shrubs.

Change Order #3 (Final Change Order) will increase the contract amount by \$231,901.30 bringing the total contract amount to \$8,161,824.89. Impact Fee funds and PIAC funds for Change Order #3 are available in account nos. 2430-708016-B-70192304 and 3090-708609-B-70192304, respectively.

The MWBE goals for this contract are 14% MBE and 8% WBE, and the MWBE Goals will be met or exceeded at the close-out of the project.

RECOMMENDATION

Staff recommends that the Board approve Change Order #3 (Final Change Order) with J M Fahey Construction, in the amount of \$231,901.30, for a total contract amount of \$8,161,824.89, and authorize the Director, or designee, to execute the change order on behalf of the Board.