

Riverside Parks and Recreation Board Meeting
May 2, 2006
Riverside City Hall
6:00 pm

Attending: Sarah Thatcher, Ron Carlson, Jim Frakes, Kathy Rose, Lori Rardeen, Julie Rule

Absent: Jerry Hackenberg

The meeting was called to order at 6:30 pm by Chairman Jim Frakes. No minutes from April were available for review and approval.

1. Community Center Update

Lori Rardeen reported that there had been a lot of use of the Community Center over the last month. About 100 people attended the Town Hall Meeting, about 200 people attended a storm spotter class, about 40 people attended the senior dance and about 200 people attended Betty Burch's mayoral reception. Upcoming events include the City Wide Garage Sale (May 6), the Town Hall Meeting Results (May 8), the employee recognition banquet (May 19), and children's theater (May 21). In June, planned events include Trails Day, the Highland Games and a benefit by Harley Davidson.

2. Old Business

- Skatepark

- a. Overall – The concrete pad was poured in April and will be cured toward the end of May. The equipment will arrive on May 17th and assembly will happen on Saturday, May 20th at 9 am. More learning on the assembly process has indicated there are a lot of parts to be assembled so Brent has agreed with the supplier to trade our unassembled version of the half pipe and picnic table for an assembled version that has been used for about 3 hours. The Board agreed this was a good idea. In addition, by having the equipment arrive a few days early, it will give Public Works a few days to organize all the pieces so that assembly is quicker and smoother. A representative from the city's insurance company will arrive on Monday, May 22nd to provide the final inspection to enable the skatepark to be covered under the city's insurance policy.
- b. Daily Inspection Form – Brent reported that both Larry from Public Works and the city's insurance company had reviewed the inspection form and approved.
- c. Signage – Brent indicated that he would order the signage for the park so that it could be put up on similar timing to the equipment assembly.
- d. Assembly Volunteers – Kathy Rose had contacted the Northpointe Fellowship church and they agreed to have their volunteers ready for assembly on May 20th. Also, Public Works and Park Board members would be available to help. Kathy reported that volunteers less than 18 years old would need to have a waiver signed by their parents to participate in the assembly. Kathy indicated that donuts and lunch would be provided for the volunteers. A list of tools that the volunteers need to bring will be provided.

As a backup plan, the Park Board agreed that any overflow volunteers would be directed to work on the plantings at the entrance of E.H. Young Park.

- e. Grand Opening – There was discussion about whether to have an official grand opening in June, however, there were a lot of other events that were already planned. The Park Board agreed that no grand opening ceremony was necessary unless the Board of Aldermen desired it. Kathy Rose will follow up with the Board of Aldermen.

- Homestead Fencing – Brent reported that the additional fencing for Homestead Park was being sent out to bid and was being combined with a bid for fencing in the cul-de-sac which will be used to prevent dumping of trash.
- Baseball Field at E.H. Young – Lori Rardeen reported that Larry from Public Works could not make it to the meeting. Lori provided an update based on a conversation with Larry.
 - a. Grading – Lori indicated that the laser grading of the field was complete. There was some discussion on the topic because Jim Frakes had observed that the field appeared to have been graded flat while the Park Board had recommended that it be graded to the specifications that were provided to Public Works in October. Julie Rule will follow up with Larry to obtain more information.
 - b. Benches – Lori indicated that the benches and bleachers had been ordered and were about 3 weeks from arriving. The Park Board expressed a desire to have the benches and bleaches installed prior to the softball event in June.
 - c. Home Plate – Home plate has not yet been installed which is key to determining where to install the sleeves for the bases. The Park Board expressed a desire to have home plate installed prior to the softball event in June.
- E.H. Young Restrooms – Brent reported that John Jackson is putting together a proposal for the heating of the restrooms. This will help better define if the building should be heated with lamps, solar, etc. Heat is the key element that allows the restrooms to be open in the winter without danger of the pipes freezing. The plan to move the restroom onto sewer from septic is being pursued in parallel.
- Easter Egg Hunt – The group reviewed a list of potential improvement ideas for next year's hunt (attached). No decisions were made.
- Line Creek Connector Trail from E.H. Young to Renner Brenner – Brent Miles reported that review by the Core of Engineers was in progress. Brent is currently working on the bid specifications so that when the core finishes review, the trail will be ready to bid.
- Event Planning Flowchart– Julie Rule reviewed an early draft of a flow chart to help folks wanting to do events in the parks. There was discussion on the subject since some folks felt that there was already a clear process. Julie will do more investigating to determine if it is needed or if it is lack of knowledge of the current process.
- Updated priority list – The group reviewed the updated priority list from the April 15th meeting. One change was made to remove the “E.H. Young” portion of the Spray Park description so that it could be considered in other locations. Key items that we would like to pursue for funding in the 2006/2007 fiscal include (1) E.H. Young year-round restroom facility (2) signage portion of the streetscape master plan and (3) design of the next section of trail defined by the Master Plan.

Separately, it was discussed that a resident in Indian Hills may be able to help us better define parks maintenance standards which are also on our high priority list.

3. New Business

- Recreational Trails Grant – David Blackburn, City Administrator, dropped off a Recreational Trails Grant through the State of Missouri. The group discussed that this was a good grant for us to apply for in the future since it provides up to 80% funding for projects up to \$100,000. The plan is to apply for the grant on the next section of trail that is identified through the master planning process since a design will need to be submitted with the grant.
- Need for New Park Board Members – With Kathy Rose vacating her position on the Park Board to take on duties as mayor, the Board is at 5 members (versus 7). In addition, one member has had to take a 6 month leave. Kathy reported that she has several interested candidates from each ward and would expect new members to be appointed soon.
- Bylaws – There was discussion on exactly how many Park Board members were required to constitute a quorum. Julie Rule will follow up to obtain a copy of the bylaws to clarify.

- Street Signage – Brent reported that he was investigating signage for the Streetscape. The first priority is signage at the entry and exit points to Riverside, along with changing the signage to Indian Hills to match the overall. Second priority is to develop the signage for the intersection of Gateway and Vivion. Since this is expected to be a larger sign, Brent mentioned that he was planning to go to SKW for design help on this.
- Holiday Décor – Kathy Rose indicated there was interest in selecting holiday décor for our streets given the Gateway Road project is almost complete.
- Additional Events – Kathy Rose indicated there was interest in adding a summertime event. The group discussed the possibility of a movie in E.H. Young Park. Lori Rardeen will investigate. There was also interest in expanding the holiday events in December. The group discussed if a tree could be put up in the City Complex. Further investigation is needed.

4. Upcoming meetings

Jim Frakes made a motion to have the next Park Board meeting at E.H. Young Park on June 6, 2006, at 5:30 pm. Ron Carlson seconded and the motion was approved.

Ron Carlson made a motion to adjourn at 8 pm. Jim Frakes seconded and the motion was approved.

5. Followup List

Item	Responsible	Due Date
• Provide the group a list of tools that volunteers will need to bring for skatepark assembly	Brent Miles	May 12
• Order skatepark signage	Brent Miles	May 20
• Have copies of skatepark assembly waiver available for volunteers less than 18 years of age	Brent Miles	May 20
• Coordinate donuts and lunch for skatepark assembly volunteers on May 20 th	Kathy Rose	May 20
• Follow up with Board of Aldermen to determine if grand opening for skatepark is desired	Kathy Rose	Jun 6
• Need 2 new Park Board members	Kathy Rose	Jun 06
• Investigate the option of movie in the park	Lori Rardeen	Jun 6
• Investigate the option of putting up a tree in the City Complex in December.	Lori Rardeen	Jun 06
• Determine status of skatepark grant	Julie Rule	May 12
• Call Mike O'Dell to determine details of Trails Day on June 3	Julie Rule	May 12
• Follow up with Larry in Public Works to obtain more information on the baseball field laser grading	Julie Rule	Jun 6
• Event planning flowchart investigation	Julie Rule	Jun 6
• Obtain a copy of the Park Board bylaws to determine how many members are required for a quorum	Julie Rule	Jun 6
• Ensure E. H. Young Park is in tip-top maintenance condition (weeded, mowed, etc.) before major events start in June	Larry Meyer	May 31
• Benches, bleachers, and home plate installed before June events	Larry Meyer	May 31
• Identify holiday décor options	Board	Aug 06
• Decide Easter Egg Hunt improvement ideas that should be pursued	Board	2006