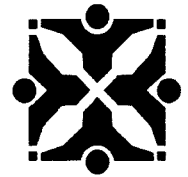


# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** R104-14

**Department Source:** Parks and Recreation

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** June 2, 2014

**Re:** Norma Sutherland Smith Park - Phase I Development

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibit to Ordinance

**Supporting documentation includes:** Maps, Excerpts from Minutes

## Executive Summary

The Parks & Recreation Department is requesting Council approval of the master plan for Norma Sutherland Smith Park and authorization to proceed with Phase I improvements. As identified in the FY-2014 CIP, staff is proposing Phase I improvements including the construction of a large shelter, restroom, 1.25 mile fitness trail, wetland ponds, and a 60-car parking lot. The total budget for Phase I is \$250,000, with funding provided by the 2010 Park Sales Tax. The project will be bid through the City's Purchasing Department and will be completed using a combination of contract and force account labor. Phase I development is scheduled to begin summer 2014 with an anticipated completion date of fall 2015.

## Discussion

The 50.3-acre Norma Sutherland Smith Park, located at 3350 Waco Road, was donated to the City of Columbia by Jeff Smith in 1999 and is identified in the *2013 Parks, Recreation and Open Space Master Plan* as a community park. A community park will range in size from 15 - 100 acres and have a service area for neighboring citizens generally extending up to 3 miles. Facility development usually include reservable shelters, court facilities, playgrounds, athletic fields, trails and parking for the amenities. As a new park development, the Parks & Recreation Department is requesting Council approval of the master plan for the park and authorization to proceed with the Phase I development.

In November 2013, park planning staff began the process of identifying possible amenities within the park and community park needs in the northeast region of Columbia. Discussion focused on the proximity of the park to Alpha Hart Lewis Elementary School, home development surrounding the park and other parks and amenities in this area of Columbia. After park staff prepared a draft master plan and proposed Phase I improvement plan, interested parties meetings were held to gather feedback regarding the plans. Interested parties meetings were held on February 11, 2014 at Alpha Hart Lewis Elementary School and on February 20, 2014 at the Activity and Recreation Center. Approximately 40 people spoke with park staff, and 18 individuals filled out comment forms regarding the overall master plan and improvements to the park. Following the interested parties meetings, park staff also solicited comments via a web-based survey in order to allow citizens unable to attend either of the meetings the opportunity to comment on the proposed improvements. The survey was available from 2/25/14 to

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3/9/14 and collected an additional 3 comment forms. All public comments from the interested parties meeting and the on-line survey have been posted on:

[http://gocolumbiamo.com/ParksandRec/Parks/Smith\\_Property/cip\\_smithpark\\_dev.php](http://gocolumbiamo.com/ParksandRec/Parks/Smith_Property/cip_smithpark_dev.php)

Park staff also introduced the Norma Sutherland Smith Park master plan and Phase I improvements to the Parks & Recreation Commission at their February 20, 2014 and May 15, 2014 meetings. After discussion of the project, the Commissioners voted to recommend the adoption of the proposed "Norma Sutherland Smith master plan" and Phase I improvements. A copy of the Parks & Recreation Commission meeting minutes are included as supporting documentation. After considering all citizen comments and the P&R Commission recommendation, staff believes that the proposed master plan and Phase I improvements represent a consensus of park users and staff.

## Norma Sutherland Smith Park Master Plan

The proposed "Norma Sutherland Smith Park Master Plan" will include two entrances to the park property providing access to citizens to different park amenities and to assist with parking and traffic flow. Citizens will have access to the park from an entrance at either 3350 Waco Road or 5425 Brown Station Road. The following park features will be located near the Waco Road park entrance and a copy of the "Norma Sutherland Smith Park Master Plan" is included with this Council memo.

1. Park staff will construct a large shelter with an adjacent playground and a 3,200-square-foot water play feature. The large shelter will be 78' by 42' with a seating capacity of 144 people. The large playground and water play feature will serve as a destination play area for families in the northeast region of Columbia. A 136-square-foot prefab concrete restroom facility and water fountain will also be located in this area to serve park patrons.
2. The northeast corner of the park property will also provide multiple athletic amenities for park patrons. Staff is proposing to construct a practice baseball/softball field with chain link backstop and dugouts, a 4,000-square-foot skate spot for beginner to intermediate level skateboarding and a concrete basketball court.
3. A 110-car asphalt parking lot will be constructed at the Waco Road entrance to provide adequate parking for the features located in this area of the park. The parking design for the new park development was estimated based on current traffic and parking spaces provided at Cosmo-Bethel Park.

The Brown Station entrance to the park will provide citizens with access to the following park amenities:

1. Four USTA-sanctioned tennis courts will be constructed in this area of the park to serve the tennis community in the northeast region of Columbia. The four tennis courts will have the necessary court lighting for extended play during scheduled park hours.
2. A 2,000-square-foot open-air pavilion will be constructed adjacent to the tennis courts to provide a seating area for tennis players as well as park patrons. A 136-square-foot prefab

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concrete restroom facility with water fountain will also be constructed in this region of the park.

3. A 50-car asphalt parking lot will be constructed at the Brown Station Road entrance to provide adequate parking for the features located in this area of the park. The areas adjacent to the parking lot will be graded for possible future parking expansion if needed.

Park staff is also proposing to construct an all-terrain 1.25 mile fitness trail throughout the park property. The trail will be composed of a mixture of gravel and natural surfaces and include multiple fitness obstacles along the trail. The fitness obstacles will include climbing walls, monkey bars and tire obstacles. The inclusion of this feature is due to the increasing popularity of all-terrain races comprised of running and physical obstacles and to provide an alternative running surface for citizens in Columbia.

The final proposed improvement at Norma Sutherland Smith Park will be the construction of two water quality retention ponds on the east side of the park property and the construction of a series of wetland cells in the northwest portion of the park. The proposed improvements will provide the necessary stormwater requirements for the park development, as well as providing stormwater controls for potential stormwater runoff from proposed neighborhoods surrounding the park. The Parks and Recreation Department is also exploring grant possibilities that would allow the wetland cells to serve as a site for outdoor education with educational signage and an outdoor classroom for students at neighboring elementary and middle schools to utilize throughout the school year. The signs located around the wetland cells would provide information to students about the purpose of wetland restoration, urban wildlife and stormwater. The final design of these wetland cells will be determined by available resources and final site survey. For example, if the department receives a grant and it fits in the existing topography, a small 3-4 acre pond may be part of the final plan.

## Norma Sutherland Smith Phase I Improvements

In an effort to maximize funding allocated for Phase I improvements and to prepare the park for future development, staff is proposing the following improvements for Phase I funding:

1. Contract labor will be used to complete the necessary initial property grading and for the construction of the water quality ponds and wetland cells throughout the property.
2. Park staff will construct the large shelter located on the east side of the property and assist with the placement and utilities associated with the installation of the concrete prefab restroom and drinking fountain.
3. Contract labor will be used to install the first parking cell at the Waco Road entrance. The 60-car parking lot will provide the necessary parking for patrons utilizing the large shelter.
4. A combination of contract and park labor will be used to construct the 1.25 mile all-terrain trail and fitness obstacles. Contract labor will be used for the grading with park staff doing the rest.

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A copy of the Phase I improvements at Norma Sutherland Smith is included with this Council memo. All other proposed improvements to the park property will be completed in future phases of park development based on the availability of funds.

The Phase I improvements at Norma Sutherland Smith Park are funded in the City's FY14 Capital Improvement Program budget, with site construction scheduled to begin in the summer of 2014. Staff anticipates that all Phase I work will be completed by fall of 2015. All work and materials will be bid through the City's Purchasing Department and will be completed using a combination of contract and force account labor.

## Fiscal Impact

**Short-Term Impact:** The total project cost for Phase I improvements is \$250,000 and is funded by the 2010 Park Sales Tax.

**Long-Term Impact:** This new community park will require annual maintenance of all grounds and facilities. The annual budget impact to operations once the park is fully developed would be approximately \$20,000 - \$25,000 based on shelter, restroom, parking, trail and playground features. There will be approximately \$5,000 in additional revenues from rentals of the shelter and use of the trail for special events.

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Parks, Recreation and Greenways

Strategic Plan Impact: Customer Focused Government, Health, Safety and Wellbeing

Comprehensive Plan Impact: Land Use & Growth Management, Environmental Management, Livable & Sustainable Communities

## Suggested Council Action

Approve the Council legislation setting a public hearing for the proposed project. Following the public hearing, approve the ordinance approving the Norma Sutherland Smith master plan and authorizing the Phase I improvements to proceed.

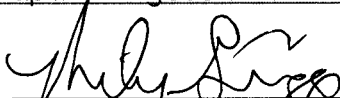
## Legislative History

For additional information related to acceptance of the Norma Sutherland Smith land donation please refer to Ordinance No. 16294.

[http://www.gocolumbiamo.com/Council/Final\\_Ordinances/Series\\_100/670.html](http://www.gocolumbiamo.com/Council/Final_Ordinances/Series_100/670.html)

Information related to the official naming of the park, please refer to Ordinance No. 20644.

[http://www.gocolumbiamo.com/Council/Final\\_Ordinances/Series\\_111/231.html](http://www.gocolumbiamo.com/Council/Final_Ordinances/Series_111/231.html)

  
\_\_\_\_\_  
Department Approved

  
\_\_\_\_\_  
City Manager Approved

## A RESOLUTION

declaring the necessity for construction of improvements at Norma Sutherland Smith Park – Phase I, to include a large shelter, restroom, fitness trail, wetland ponds and a 60-car parking lot; stating the nature of and the estimate of the cost of the improvement; providing for payment for the improvement; providing for compliance with the prevailing wage law; and setting a public hearing.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Council deems the construction of improvements at Norma Sutherland Smith Park – Phase I, necessary to the welfare and improvement of the City. Specific improvements include construction of a large shelter, restroom, fitness trail, wetland ponds and a 60-car parking lot.

SECTION 2. The nature and scope of the improvement shall consist of furnishing all labor, materials, transportation, insurance and all other items, accessories and incidentals thereto necessary for the complete construction of the improvements.

SECTION 3. The estimated cost of this improvement is \$250,000.00.

SECTION 4. Payment for this improvement shall be made from Park Sales Tax funds and such other funds as may be lawfully appropriated.

SECTION 5. Any work done in connection with the construction of the improvement specified above shall be in compliance with the provisions of the prevailing wage laws of the State of Missouri.

SECTION 6. A public hearing in respect to this improvement will be held in the Council Chamber of the City Hall Building, 701 E. Broadway, Columbia, Missouri, at 7:00 p.m. on June 16, 2014. The City Clerk shall cause notice of this hearing to be published in a newspaper published in the City.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor



## SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Maps, Excerpts from Minutes





**PARK DEVELOPMENT FEATURE LEGEND**

ID	Description	ID	Description
1	<u>Parking Lot - Waco Road Access</u> 110 Car Capacity (4 ADA)	10	<u>Splash Park</u> Approx. 3,200 SF
2	<u>Parking Lot - Brown Station Road Access</u> 50 Car Capacity (3 ADA)	11	<u>Youth Baseball Practice Field</u> 45-60 Ft Basepaths, 150-225 Outfield Dimension No Outfield Fencing
3	<u>Large Shelter w/Outdoor Event Space</u> Electric and Water Service	12	<u>Great Lawn</u> Passive Recreation for Kite Flying, Sledding, Ect.
4	<u>Medium Pavillion</u> Electric Service	13	<u>Water Quality Basins</u> Primary Treatment for Development N. of Waco
5	<u>Sport Court</u> Half Court Basketball	14	<u>Wetland/Bio-Retention Ponds</u> Public Fishing
6	<u>Skateboard Plaza</u> < 5,000 SF, Beginner to Intermediate Skill Level	15	<u>CXT Restroom</u> 10' x 18", ADA Accessible
7	<u>Sport Courts - Tennis</u> USTA Regulation w/ Benches & Fencing	16	<u>Park Sigange</u> TBD
8	<u>Extreme Fitness Trail (1.25 Miles)</u> Gravel, 8-Ft Width w/ Obstacles.	17	<u>Pond Dam</u> TBD
9	<u>Medium Playground</u> Loose Rubber Mulch Surfacing	18	<u>Neighborhood Connector</u> TBD

**FITNESS TRAIL OBSTACLE FEATURES**

ID	Description
A	Tire Step / Tire Flip
B	Small Wall / Bouldering
C	Stream Crossing Feature
D	Large Wall w/ Rope



\* Trees to be removed are undetermined at this time.  
 \*\* More than 335 trees are proposed per this layout, with additional future plantings possible.



**NEW PARK DEVELOPMENT  
 NORMA SUTHERLAND SMITH PARK**

3350 WACO ROAD & 5425 BROWN STATION ROAD

DATE: 06/02/14

**1.0**

**Proposed Park Masterplan**





**PARK DEVELOPMENT FEATURE LEGEND**

ID	Description	ID	Description
1	<b>Parking Lot - Waco Road Access</b> 60 Car Capacity (Asphalt) (4 ADA - Concrete)	6	<b>Neighborhood Connector</b> TBD
2	<b>Large Shelter w/Outdoor Event Space</b> Electric and Water Service	7	<b>Wetland/Bio-Retention Ponds</b> Public Fishing
3	<b>Extreme Fitness Trail (1.25 Miles)</b> Gravel, 8-Ft Width w/ Obstacles	8	<b>Water Quality Basins</b> Primary Treatment for Development N. of Waco
4	<b>Concrete Paving</b>	9	<b>Pond Dam</b> TBD
5	<b>Park Signage</b> TBD	10	<b>Great Lawn</b> Passive Recreation for Kite Flying, Sledding, Ect.

**Notes**

- Water, Sewer, and Electric connections are not indicated, but planned to be part of Phase One Construction
- Trees to be removed are undetermined at this time
- 120 new trees are proposed in Phase One

**FITNESS TRAIL OBSTACLE FEATURES**

ID	Description
A	Tire Step / Tire Flip
B	Small Wall / Bouldering
C	Stream Crossing Feature
D	Large Wall w/ Rope



Proposed Phase One Development

**NEW PARK DEVELOPMENT**  
**NORMA SUTHERLAND SMITH PARK**

3350 WACO ROAD & 5425 BROWN STATION ROAD

DATE: 06/02/14

**1.1**

# PARKS AND RECREATION COMMISSION

Thursday, February 20, 2014 7 p.m.  
ARC, 1701 W. Ash

## MINUTES

**Commission Present:** Marin Blevins, Sue Davis, Bill Pauls, Dan Devine, Meredith Donaldson, Linda Hutton

**Commission Absent:** Terry Kloeppe (excused)

**Staff Present:** Mike Griggs, Gabe Huffington, Erika Coffman, Becky Stidham, Tammy Miller

Blevins called the meeting to order at 7 pm.

**Agenda:** The agenda was approved on a motion by Hutton, seconded by Donaldson.

**Minutes:** The January minutes were approved on a motion by Pauls, seconded by Davis.

**Monthly Report:** The January monthly report was approved on a motion by Pauls, seconded by Devine.

### P&R Website Overview

Huffington introduced Becky Stidham, senior administrative support supervisor at Parks Management Center. Stidham described her work with the budget, annual report, web site and on the marketing committee, among other job duties. She shared information about the department's web site, including statistics showing how the web has grown in usage as an information source for residents. It received the highest percentage from a list of information resources, from a 2011 Parks and Recreation User Survey. The web site receives more than 471,000 in annual visits. Top visited pages include the ARC and Sports. Statistics also show that the Parks and Rec web site gets visitors from all over the world.

Stidham also took Commissioners on a brief tour of the site, showing them pages that may be of interest to them and how to navigate them, including Council items, park inventory, park directory and CIP (Capital Improvement Projects).

### Naming of Strawn Rd park property

Huffington reminded the Commission that they had approved the comprehensive plan and first phase of development for this property at their January meeting. The next step is to recommend a name for the park, since the Council is considering the master plan for the park. Huffington presented several names for consideration including: Harmony Creek Park or Harmony Park, Perche Creek Park or Perche Park, Harmony-Perche Park, or Strawn Park. As part of the interested parties meetings, Park staff asked the public to vote on potential park names.

Huffington shared those results with vote tallies: Harmony-Perche Park (7), Perche Park (6), Harmony Park (15) and Strawn Park (21).

Huffington pointed out that many of these names come from area creeks and the street that passes in front of the property. It is common for parks to be named for nearby natural features and streets, Griggs said, when there is no donor to name the park for. Perche Creek is located to the west of the park property, Harmony Creek will cut through the park and the property is located on Strawn Road.

Devine asked about Harmony-Strawn as a name? He asked if the main park entrance would be off of Strawn? Huffington said that it would.

Blevins commented that Perche and Harmony are prettier names, but Strawn identifies the park's location. He would favor that name.

Griggs reminded the Commission that the park will be the likely site of a championship disc golf course, so the name of the park will be used prominently in marketing and promotions, when events and tournaments are held there. He mentioned that a shorter name may be more useful when it comes to those efforts.

Huffington added that the planned overpass there over I-70 will make the location more visible and Strawn a more commonly known street name in the future.

Hutton agreed, saying the Commission could recommend Strawn as a name now, then possibly add to it later if needed.

**Devine made a motion, seconded by Pauls, that the Commission recommend the name of Strawn Park to the Council for approval. Motion passed, 6-0.**

## **Norma Sutherland Smith Park Phase I**

Huffington showed a map of the 50-acre property, which is at Waco and Brown Station roads. Two public input meetings have been held to discuss both the master plan of the park and the first phase of development. The park would feature a practice ballfield, basketball court, skate spot, loop trail for adventure-style races with obstacles, shelter, playground, splash pad, and tennis courts. About \$250,000 in Park Sales Tax funds would pay for the first phase of development. Tuscany Ridge, a nearby development, will eventually expand leading to a trail connection to the park.

The first phase would feature shelter, tennis court, trail, restroom and parking lot. Other features would wait until future phases, Huffington said. He added that an open area may be used for sledding and kite flying. Huffington asked that the Commission either approve the draft master plan and direct staff to present final plans for the first phase at the next Commission meeting, recommend revised master plan and first phase plan, or take other action.

Griggs said that neighbors prefer the development to begin off of Waco Road closer to the school, rather than the original thought of beginning development closer to Brown Station Road. Plans were revised to reflect those changes.

Davis asked about the extreme fitness trail, if it would be open to the public or charged?

Huffington said it would be open and that recreation staff would likely program events there as well.

Blevins commented that the park may be an incentive for the City's development of Waco Road.

**Donaldson made a motion, seconded by Davis, that the Commission recommend approval of the draft master plan for Norma Sutherland Smith Park, and directs staff to present final plans for phase I improvements at the March Commission meeting. Motion passed, 6-0.**

## **Council Items**

Griggs shared these updates:

Strawn Road approval: will be coming up at next Council meeting.

Assistant to the Director: the assistant director formerly held by Griggs has been vacant. Griggs said that with Park Sales Tax funds running low, he had concerns about saving funds in the budget. He is proposing to save some money by reclassifying the position of Assistant Director, to an Assistant to the Director position. The position would help with budget and special projects. Down the road, Griggs said as part of the Department's succession planning, the Assistant Director position would likely be restored.

## **Capital Project Report**

Huffington shared these updates:

**Waters-Moss:** staff recently moved into Hillcrest Community Center. Work continues on Moss Building.

**Twin Lakes:** xeriscape garden boardwalk rebuilt by maintenance staff.

**Lake of the Woods:** cart path repairs made.

**Cosmo Park:** new service gates installed.

**American Legion Park:** rock stabilization project completed, restroom improvements ongoing.

**Nifong Park:** ceiling fans installed at Maplewood Barn.

**Stephens Lake Park:** work ongoing for Children's Grove.

**L.A. Nickell Golf Course:** new irrigation computer in place, new cabinets installed at clubhouse with countertops arriving soon.

**Twin Lakes:** new trees planted.

**Oakwood Hills Park:** new footbridge built.

**MKT Trail:** tree recently blocked trail, Park Ranger Rosanna Arens and Park Supervisor Mark Kottwitz handled removal on a Saturday evening.

## **Recreation Services Report**

Coffman shared these updates:

**ROC Run:** new trail run on January 25 had over 80 people.

**GetAbout Columbia:** Valentines promotion held to distribute free bike taillights.

**ARC Youth Boot Camp:** has been successful program, instructor dresses as super hero, with kids copying.

**Special Olympics:** Mizzou and Columbia College basketball players recently assisted with instruction.

**Community Recreation:** Boys lock-in held at Armory in January.

**Hillcrest Community Center:** opened for business with programs in full swing.

**Preschool:** programs still going well.

**50+:** Weather has affected some groups attendance.

**Sports:** Carol Riney, Sports Supervisor, recently inducted into ASA Hall of Fame.

**Upcoming Events:** Black History Gospel Explosion and Soul Food Dinner, Film and Discussion, Boy and Girl Scout Day, New Leisure Times, Women's History Month Film and Annual Train Show.

### **Staff Comments**

Kloeppel had expressed concern over missing another Commission meeting, and Griggs shared some information from the City Clerk's office. As long as Commissioners' absences are excused (prior notification given), then there is no problem with absences.

Coffman told the Commission that retirement receptions are scheduled for Richard Cole (April 4 from 10 am to noon, with reception at 10:30) and Carol Riney (April 11 from 2-4 pm with reception at 2:30).

### **Commission Comments**

Pauls thanked Huffington for taking care of signage on the Bear Creek Trail. He also commended staff for the ROC Trail Run, saying he was out at Rhett's Run the next day and didn't see a remnant of the race.

Pauls added that he was interested in seeing the City invest more into the Neighborhood Watch program, saying that the program did not seem to be as prevalent as it used to be.

Griggs said he would look into it.

Davis commented that at the Bike and Ped meeting, several members were complimentary of parks staff for doing a good job clearing the trails through the snow events.

### **Public Comments**

None.

Meeting adjourned at 8:25 pm.

# PARKS AND RECREATION COMMISSION

Thursday, May 15, 2014 7 p.m.

ARC, 1701 W. Ash

## DRAFT MINUTES

**Commission Present:** Sue Davis, Bill Pauls, Terry Kloepfel, Dan Devine, Meredith Donaldson, Linda Hutton

**Commission Absent (excused):** Marin Blevins

**Staff Present:** Mike Griggs, Gabe Huffington, Erika Coffman, Tammy Miller

Davis called the meeting to order at 7:05 pm.

**Agenda:** The agenda was approved on a motion by Kloepfel, seconded by Donaldson.

**Minutes:** The April minutes were approved on a motion by Devine, seconded by Kloepfel.

**Monthly Report:** Kloepfel asked about rangers being called to Village Square Park? Huffington said the site is frequented by the homeless, and on occasion, the church next door will call a ranger to take care of issues that occasionally occur. The April monthly report was approved on a motion by Donaldson, seconded by Kloepfel.

### **Staff Presentation**

Huffington introduced Park Planner Ryan Atkinson, who gave a presentation about his background, projects he is working on, and some work he is doing with GIS.

### **Norma Sutherland Smith Park – Phase I**

Huffington showed maps of the master plan of Norma Sutherland Smith Park, as well as the proposed first phase of the park. He detailed potential features of phase I, which include shelter with parking lot, wetland cells, and extreme fitness track. About \$250,000 has been budgeted for Phase I completion. Other park phases would be funded by potential renewal of the Park Sales Tax ballot issue.

On a motion by Pauls, seconded by Donaldson, the Commission voted to recommend approval of the Phase I plan for Norma Sutherland Smith Park. Motion passed, 6-0.