# Memorandum
# Department of Public Services

**TO:** **Michael Geisel, Acting City Administrator**
**Director of Public Services**

**FROM:** **Thomas McCarthy, Director of Parks, Recreation and Arts**

**DATE:** **July 13, 2016**

**RE:** **Meeting Minutes – 07-11-2016 Parks, Recreation and Arts Committee**

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A meeting of the Parks, Recreation and Arts Committee took place on Monday, July 11, 2016. Those in attendance included Chairperson Barbara McGuinness, Ward 1; Councilmember Guy Tilman, Ward 2; and Councilmember Tom Decampi, Ward 4. Also in attendance were Mayor Bob Nation (arrived at 5:09 p.m.); Acting City Administrator/Director of Public Services Mike Geisel, (arrived at 5:20 p.m.); Director of Parks, Recreation and Arts Tom McCarthy, Chairperson of the Parks, Recreation and Arts Citizens Advisory Committee, Michelle Keesal, and Executive Secretary Kathy Lantz.

**Chairperson McGuinness called the meeting to order at 5:03 p.m.**

**Roll call was taken:** Councilmember Hurt was absent

**Agenda Item #1: Approval of Minutes**

Chairperson McGuinness questioned whether it was appropriate for the Committee to approve the minutes from the December 10, 2015 meeting since none of the Committee members were on the Parks Committee of Council at the time. Parks, Recreation and Arts Director Tom McCarthy stated that the minutes needed to be approved in order to place them on the website. Chairperson McGuinness asked that in the motions for the meeting, the word 'motioned' be replaced with the word 'moved.' **Councilmember Tilman moved to approve the December 10, 2015 with the corrections. The motion was seconded by Councilmember DeCampi and passed by a voice vote of 3 to 0.**

**Agenda Item #2: Liaison Appointment for the Parks, Recreation and Arts Citizens Advisory Committee**

**Councilmember Tilman moved to appoint Councilmember DeCampi as the liaison to the Parks, Recreation and Arts Citizens Advisory Committee. The motion was seconded by Chairperson McGuinness and passed by a voice vote of 3 to 0.**

Director of Parks, Recreation and Arts Tom McCarthy stated that anyone is welcome to attend the Parks, Recreation and Arts Citizens Advisory Committee meetings which are held the second Saturday of the month at 8:15 a.m. at City Hall.

**Agenda Item #3: Vice Chair Needed for the Parks, Recreation and Arts Committee of Council**

**Councilmember DeCampi moved to appoint Councilmember Tilman as the Vice Chair of the Parks, Recreation and Arts Committee of Council. The motion was seconded by Chairperson McGuinness and passed by a voice vote of 3 to 0.**

**Agenda Item #4: Green Trails Playground Proposal**

Director of Parks, Recreation and Arts Tom McCarthy stated that he was asked several months ago to put together information and to work with Green Trails School, in the Parkway School District, concerning financial assistance to update the playground at the school which is in Ward 1.

Mr. MCarthy stated that he has met with Jim Akers, Parkway Safety Specialist, Renee Sommers, Principal of Green Trails Elementary School and David Kaplin, member of the Green Trails PTO Committee. Their thought was to ‘bandaid’ the Green Trails School playground. Mr. McCarthy suggested looking into areas where the playground could be enhanced by adding a pavilion, restrooms and getting rid of old and outdated equipment and those pieces that had entrapment issues. By involving the City, the playground would be ADA accessible and service more than just the school kids. The pavilion could be rented to residents on week-ends for family picnics, reunions and other get-togethers.

Currently there is only one rentable pavilion in the City and, with expanded activities at the amphitheater, the pavilion at Central Park is only rented to residents and Chesterfield businesses and is rented most week-ends. The City would maintain the restrooms and pavilion on weekends and the school district would maintain them during the week. During the week, the pavilion could be used by the school district for meetings, outdoor classrooms, after school daycare and summer camps.

Mr. McCarthy stated that his cost estimate would be: to provide the playground structure ($175,000), pavilion, tables, BBQ grill ($30,000), concrete pad for the pavilion ($9,845), restrooms which would include one regular stall and one ADA stall ($90,000), along with a 10% contingency ($30,484) for a total of $33,329 which would be split between the City of Chesterfield and the Parkway School District for approximately $167,665.50 each. The location of the restrooms and pavilion would be behind the school and playground.

**Discussion**

Councilmember Tilman asked if the new playground would need to be ADA compliant if it is modified. Mr. McCarthy stated that since approximately one-third of the playground elements would be removed from the current structure due to being out of date and with entrapment issues, the new playground would need to be ADA compliant. Modified mulch would be used for the playground surface and a two-stall restroom with one ADA stall and one family restroom stall, a drinking fountain and a pavilion would be added.

Chairperson McGuinness questioned the assumption of using our tax dollars in Parkway and why are we assuming that is a good idea. The school and playground all belong to Parkway. Chairperson McGuinness questioned using taxpayer money. Mr. McCarthy stated that his goal is trying to get more parks and pavilions for resident usage in the various wards by partnering and splitting the cost.

Mr. McCarthy stated that in August 2001, a contract was signed by City Administrator Mike Herring and Susan Hughes, President of the Parkway Board of Education, to assist Parkway with maintenance of the playground at the cost of $50,000.00 per year. The dollar amount was established to assist in planning, design, construction, maintenance, repairs and replacement of the playground and park areas but he is not aware of any funds having been used. There was the mention of a newer contract (attached in the meeting packet) signed in November of 2012 stating we would split the cost 50/50 with Parkway signed by Mr. Herring and Dr. Marty from Parkway.

Chairperson McGuinness stated that this proposal was put in place by a previous Council and does not mean that the City has to continue this practice.

Mr. McCarthy stated that the contract can be terminated at any time.

Mr. McCarthy stated that there is a sign at the school that states that the playground is a joint effort with Green Trails School and the City.

Chairperson McGuinness expressed concern that this proposal has not been vetted with the nearby residents. She also expressed concern that a pavilion should be in a public space and the Green Trails School is tucked back in a space that backs up to homes. The residents are aware of the school but adding a pavilion that could be rented would be more like adding a commercial enterprise in a residential area. When the pavilion is being rented out, money is changing hands, there is a restroom and people milling around. Currently, this is a private little enclave for the residents. To put something so public behind the residents, without asking them, is a concern. Also, those in attendance at the Finance 101 workshop that was held for the Councilmembers, stated that there is not any money for new programs and services. She stated that she is not sure this is the right time or right place for this proposal. She stated that pavilions are great but would like to see them in more open areas like the pavilion in Central Park.

Councilmember Tilman asked what the capacity of the pavilion would be, the demand in the various wards for rentable pavilions and, if built, would they be used.

Mr. McCarthy stated that the capacity would be for 64 people and that the Central Park pavilion has had limitations put on its rental dates, due to concerts, Taste of St. Louis and other ticketed events at the amphitheater.

Councilmember Tilman asked if staff is aware of what the demand is for pavilion usage in the various wards.

Mr. McCarthy stated that staff could research the addresses of those who have rented the Central Park pavilion to find out what wards they are located in.

Councilmember Tilman expressed his concern that if pavilions are built, they won't be used.

Michelle Keesal, Chairperson of the Parks, Recreation and Arts Citizens Advisory Committee, stated that there are standards set based on population demographics for the number of pavilions needed in cities and their sizes.

Councilmember Tilman asked if this is leading to a plan for the opportunity to put pavilions in each ward.

Mr. McCarthy stated there has been discussion about having parks in different wards but nothing has come to fruition. This situation just popped up and we thought this would be an enhancement for the school. Mr. McCarthy is looking for direction from the Committee.

Councilmember Tilman asked what the timing is for this. Does it need to be built this year?

Mr. McCarthy stated that this was somewhat critical. The playground entrapment features need to be removed this year and the school is doing that regardless if this proposal goes through. Mr. McCarthy stated that he was trying to get more for the City with the pavilion and restrooms instead of just a playground. The playground is used more during the school year than the summer due to the lack of a restroom outside the school building.

Councilmember Tilman asked if there was a project that the City would not do in order to get this completed.

Mr. McCarthy stated that no agreement has been finalized. There may be changes following the Finance 101 meeting with Councilmembers and administrative staff.

Director of Public Services, Mike Geisel, stated that there is a long list of items that need to be accomplished and all would be funded by the Parks Fund-Fund Reserves so the reality is that no projects have been able to be undertaken.

Mr. McCarthy stated that, in regards to standards for a City our size, there should be 17 pavilions. Chesterfield has more than 17 pavilions but only one is rentable.

Chairperson McGuiness asked for a motion to table this proposal until it is requested to come up again.

**Councilmember DeCampi moved to table the Green Trails Playground Proposal. The motion was seconded by Chairperson McGuinness and passed by a voice vote of 2 to 1. Councilmember Tilman voted no.**

**Agenda Item #5: Cricket Pitch**

Mr. McCarthy stated that this item is for information only. A gentleman spoke to the Parks, Recreation and Arts Citizens Advisory Committee and City Council about putting in a cricket pitch at CVAC. There was discussion about where to put one and it could be located on the north side of the Monarch Levee just north of the A3 and A4 fields. The site has been approved by the Monarch Levee District. This area has been used for baseball practices. The pitch would be 4 inches deep, 12 feet wide and 100 feet long with a gravel base of 6-10 inches. The costs would be approximately: Concrete (1440 sq. ft. x $6.25/sq. ft. = $9,000; grass carpet (1440 sq. ft. x $1.25/sq. ft. = $1,800; 10% contingency for $1,080 for a cost of $11,880. On either side of the cricket pitch, there could be a football field or four small baseball fields for younger kids, lacrosse or

Ultimate Frisbee. The building of the cricket pitch would be done in-house and could be a winter project.

Mr. Geisel stated if cricket were being played, the other fields next to it would not be used at the same time for football or baseball and vice-versa. Mr. Geisel stated that the cricket pitch would be on the unprotected side of the levee.

Mr. McCarthy stated he is still working with the two cricket groups to see if they are truly interested and then locking in an agreement for field usage prior to making a recommendation to the Committee.

Chairperson McGuinness asked why the pitch would be concrete and not hard clay.

Mr. McCarthy stated that there is more upkeep and maintenance on a hard clay pitch. The pitch would be striped with wickets at each end and there would be a $44.00 charge per game. Staff recreation aides monitor field usage. The cricket pitch would not require any more staff than we currently have.

**Chairperson McGuinness stated that the Cricket Pitch item was for information only and would be Received and Filed.**

**Agenda Item #6: Open Discussion**

Chairperson McGuinness stated that Parks receives approximately $7,000,000 in revenue from taxes, and $1,700,000 in-house from concessions, field usage and other programs and events. Parks budget is approximately $9,000,000. Parks is a self-sustained department.

Mr. McCarthy stated that with the projectory for five years, depending on how budgets are put together, Parks is in pretty good shape. Parks in not running a deficit with regards to their operations.

Mr. McCarthy stated that items, for an example, the pool, will need attention down the road.

Chairperson McGuinness stated that Council wants to provide the people of Chesterfield with whatever they are able to.

Mr. McCarthy stated that staff goes after Municipal Parks Grants but they are not always a given. We have received several in the past few years (resurfacing of the playground,

Veteran's Honor Park, pavilion and dock at River's Edge Park) so the City may not be so much in the running for grants for a while.

Mayor Nations stated that after the Governor signed the new sales tax law (Chesterfield receiving 50%) that he will write a letter to Mayors and/or Councilmembers of cities who will benefit from the sales tax reform to see if they would like to donate to the Veteran's Honor Park.

Chairperson McGuinness stated that the rent on the Doorack Property does not any longer come out of the Parks budget but the General Fund and will be discussed at a Finance and Administration meeting. Various uses had been projected for this site.

Mr. Geisel stated that the City Attorney may request that this item be handled in Executive Session. The Doorack property was rezoned approximately 18 months ago to 'Parks and Scenic.'

Chairperson McGuinness asked if it should be recommended to Council not to have contracts (like the Parkway and Rockwood contracts for the playgrounds) so the City is not obligated.

Mr. Geisel stated that a recommendation from this Committee would be helpful as it is difficult for Staff to understand the sentiment of Council when there are agreements and transactions have never actually occurred.

Councilmember Tilman stated that the reason he voted 'no' on the Green Trails School Proposal is because there needs to be a plan for Parks. We know what we need to some extent (pool repairs or replacement, Railroad Park, etc.) but there is not a plan. It would be better for this Committee and Council to function better if there were a plan, an order of importance.

Councilmember DeCampi asked about the levee trail stopping before going under Highway 40/64.

Mr. Geisel stated that there is a section of trail between Highway 40/64 and the Iceplex (primarily across the Graeler property). Mr. Geisel stated that Mr. Graeler is not a willing seller so the City needs easements which will require condemnation. That section of trail is fully funded by the TDD ($3,000.00 for levee trail improvements). The City can't design the improvements yet until it is determined what easements are necessary to acquire. It was first delayed because the Corps of Engineers built the pump station by the Doubletree. When that was finished, the Levee District may want to add 10 feet of levee on the north side to river side of that section of levee. Once the Levee

District decides, that could change the physical location. Once the Corps of Engineers decides if they are going to proceed, the City can then acquire all of the easements while the improvements are being made.

Mr. Geisel stated that at the other end, the trail will end at Centaur Road and the City of Wildwood has agreed to take the trail south to the Meramec Greenway.

Chairperson McGuinness agreed that the Department needs a plan.

Mr. Geisel stated that a plan would be staff and not Council driven but the City first needs to decide the new leadership with a new City Administrator.

General discussion followed concerning the various districts where taxes are collected but the City no longer collect taxes.

Councilmember DeCampi mentioned that he likes that a BBQ grill has been installed by the pavilion at River's Edge Park.

Mr. McCarthy stated that a restroom will be installed at River's Edge Park. It will be an enviro toilet since there is no water, sewer or electric on that side of the Monarch Levee. It will be similar to the restroom units that the St. Charles Parks Department uses in some of their parks.

**Updates from the December 10, 2015 Minutes**

Councilmember Tilman asked for an update on the Shoeman Water Project.

Mr. McCarthy stated that the Department has collected several thousand pairs of shoes. There are collections bins at City Hall, CVAC, pool and the amphitheater.

Councilmember Tilman stated that the collection numbers should be publicized to draw attention to the program.

Councilmember Tilman asked about safety improvements for CVAC fields F5 and F6. If the improvements were made within a certain timeframe, the City would get $30,000 and has this been received.

Mr. McCarthy stated that $25,000 initially up front and if the player benches and covers are installed there will be a check for an additional $5,000. The CBSA will be cutting the City a check for the $25,000 and the other $5,000 will be delivered after the player benches and covers are installed.

Mr. McCarthy stated that both Community Gardens are full and flourishing.

**Councilmember Tilman moved to adjourn the meeting. The motion was seconded by Councilmember DeCampi and passed by a voice vote of 3 to 0.**

**The meeting adjourned at 5:57 p.m.**