DATE: February 23, 2012

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning, Public Works & Parks

SUBJECT: Meeting Minutes – 02/16/2012 Parks and Recreation Committee

A meeting of the Parks and Recreation Committee took place on Thursday, February 16, 2012. Those in attendance included Chairperson Elliot Grissom, Ward 2, Councilmember Barry Flachsbart, Ward 1, Councilmember Mike Casey, Ward 3 and Councilmember Bob Nation, Ward 4. Also in attendance were Councilmember Connie Fults, Ward 4, Director of Planning, Public Works and Parks Mike Geisel, Director of Parks and Recreation Tom McCarthy, Superintendent of Recreation Operations Kari Johnson, Chairperson of the Parks and Recreation Citizens Advisory Committee Michelle Keesal and Executive Secretary Kathy Lantz.

Chairperson Grissom called the meeting to order at 5:46 p.m.

Agenda Item #1: Approval of Minutes

Councilmember Casey motioned to approve the December 16, 2011 Minutes of the Parks and Recreation Committee Meeting. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.

Agenda Item #2: Clarification of Pit Bull and Pit Bull Mixes at Eberwein Dog Park

Chair Grissom stated that this agenda item is for clarification only and no action would be taken tonight.

Mr. Mike Geisel, Director of Planning, Public Works and Parks stated that the dog park rules and regulations were forwarded to City Council for approval at the Committee's December 16, 2011 meeting but the Committee was not sure what impact City Ordinance #2198, passed on September 19, 2005, had on the dog park rules. City of Chesterfield Ordinance #2198 does two things: It identifies Staffordshire Terriers and Pit Bulls as dangerous animals, and it also dictates the handling of these animals: They must be registered and they cannot be off-leash. Owners are free to walk their pit bulls in City parks, paths and anywhere else other dogs are permitted as long as they are on a leash not

more than six feet in length, which is why they cannot be in the dog park because dogs must be off-leash in the dog park. If the City Council determines that they want to amend the rules, they would need to change the City Ordinance #2198 and not the dog park rules. The Ordinance would need to go to the Public Health and Safety Committee for their review.

Councilmember Nation questioned if the Pit Bull and Staffordshire Terrier breeds were being unfairly categorized.

Councilmember Flachsbart, Chair of the Public Health and Safety Committee, stated that this Committee could review and revalidate the ordinance as to whether Pit Bulls and Staffordshire Terrier breeds are really dangerous breeds. Mr. Geisel will advise Police Chief Ray Johnson that this item will be brought before the Public Health and Safety Committee.

Agenda Item #3: Recommendation for Chesterfield Community Garden Guidelines and Application

Tom McCarthy, Director of Parks and Recreation, stated that the Rules and Regulations for the Chesterfield Community Garden are being presented for review and asked that they be forwarded to the City Council for approval.

Councilmember Casey asked about Rule No. 7, 'At the end of the gardening season, all plant material should be disposed of in the compost pile, non-plant materials must be removed and disposed of properly, and all gardens left **neat and tidy**. If your garden is not cleaned up by the agreed upon date, you could lose your gardening privileges for the next season.' Councilmember Casey questioned the definition of 'neat and tidy.'

Mr. McCarthy stated that these are general rules and Staff would work with the gardeners.

Councilmember Casey motioned to forward to City Council the recommendation of approval for the Chesterfield Community Garden Application and Guidelines. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.

Councilmember Flachsbart requested that Staff provide a summary of the key points of the Chesterfield Community Garden Guidelines for the City Council

meeting and also how many applications have been received, how many applications might be received and how the lottery will be run.

Mr. Geisel stated that the Beautification Committee was asked for input at their February 14, 2012 meeting and they were very supportive of the Community Garden rules and procedures as written.

Agenda Item #4: Recommendation for 2012 Rules and Regulations for Gazebo Rentals

Mr. Geisel stated that the Gazebo will be a new rental and the Rules and Regulations for the Gazebo would be similar to the Rules and Regulations for Pavilion rentals.

Councilmember Casey motioned to forward to City Council the recommendation of approval for the Rules and Regulations for Gazebo Rentals. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.

Agenda Item #5: Pool Management Bid Recommendation

Mr. McCarthy gave an overview of the three proposals that had been received for the 2012 management of the aquatic operations at the Chesterfield Family Aquatic Center.

Councilmember Flachsbart commended Staff for not just accepting the low proposal, but thoroughly reviewing the proposals and analyzing the operational impacts, and recommending approval of the right proposal for the City.

Councilmember Casey motioned to approve and forward to City Council the recommendation for the acceptance of the proposal for pool management services as submitted by Midwest Pool Management for the calendar year 2012 with the mutual option to exercise a contract extension for the calendar years of 2013 and 2014. The motion was seconded by Councilmember Flachsbart.

Discussion followed.

Chair Grissom asked about the proposal process and if the other companies were being excluded due to being out of state or being excluded because their staffing was not high enough. Perhaps Staff should expand the process and clarify what the companies are bidding on for the proposal since it appears that three companies bid on three different elements. The one selected was the most expensive but offered the most services. Perhaps there could be a better proposal process next time.

Mr. Geisel stated that proposals were sought as a professional service, since the delivery of the service could be provided in an infinite number of ways and by individuals with varying qualifications. The pool management is not a commodity that can be bid directly. Vendors are free to stipulate the manner, personnel, and training associated with their proposal. The two out-of-state companies proposed using half of the lifeguard staff that Midwest Pool Management proposed, and the required training. Mr. Geisel stated that the in-state company, Midwest Pool Management, often has trouble getting enough staffing let alone being out of state for the other companies. Staff believes that the specific lifeguard training program used by Midwest Pool Management is superior to the programs proposed by the other two vendors. Midwest Pool Management uses the Starfish Aquatics program which requires annual re-certification of AED, Oxygen, CPR and water safety training. The other companies have, in Staff's opinion, less rigorous training for their lifeguards and is done on a bi-annual basis.

Mr. McCarthy stated that although there are multiple other local vendors, Mid-West Pool Management was the only local company to submit a proposal. Mr. Geisel suggested that one possible cause for this is that the number of area pools is relatively constant and the management contracts are relatively consistent, so that vendors may lack the capacity to take on additional facilities.

Mr. Geisel stated that the proposal can be renewed by mutual option for two additional years (2013 and 2014).

The motion stated before discussion: **Councilmember Casey motioned to approve and forward to City Council the recommendation for the acceptance of the proposal for pool management services as submitted by Midwest Pool Management for the calendar year 2012 with the mutual option to exercise a contract extension for the calendar years of 2013 and 2014. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.**

Agenda Item #6: CVAC Dugouts

Mr. Geisel stated that the City has been aware of the degradation of the dugout structures within the D and E baseball/softball quadrants at the Chesterfield Valley Athletic Complex. These dugouts were not built by the City and were constructed differently than the other dugouts designed and built for the remainder of the CVAC complex under City contracts.

Mr. Geisel stated that over the last couple of years, Staff has been considering ways to repair the dugouts. Bids for the repair of all 16 dugouts approached $500,000.00. Staff considered such an effort to be cost prohibitive. There was $32,000.00 provided in the 2011 fiscal year budget that went unspent, and as such would otherwise roll into the Parks Fund – Fund Reserve. Management Staff from Parks and Recreation, Capital Projects and Street Maintenance Divisions, got together to develop an alternative strategy to reconstruct the CVAC dugouts. A plan was initiated where we are combining our in-house expertise with outside contractors to complete the reconstruction of four of the sixteen dugouts this off-season. Our Project Manager has obtained revised engineering plans and has received building permits. Reinforced steel, sheet metal, structural steel, masonry units and rented wall forms have been ordered. Our Street Division has already demolished and removed four of the damaged dugouts. They have placed foundations and are proceeding to form and place the foundation walls and floor slabs. We have contracted with a local masonry contractor to erect the concrete block masonry units with the materials provided by the City. After that, our crews will place the structural steel columns and sheet metal roof.

Mr. Geisel stated that, in proceeding this way, we are able to replace four of the sixteen dugouts during this off-season using the $32,000.00 funding allocation from 2011. The $32,000.00 will purchase the above materials, including block for all 16 dugouts since it was cheaper to purchase all of it at one time, and pay for the masonry contractor. If we ultimately find this method to be successful, we will strategize and seek additional funding to complete additional dugouts during upcoming off seasons.

Mr. Geisel is asking for the Committee to re-appropriate, via a budgetary adjustment, the $32,000.00 which went unencumbered from the 2011 fiscal year budget and would otherwise simply revert back to the Parks Fund – Fund Reserves, be captured and rolled forward to the 2012 budget.

Mr. Geisel stated that he cannot overstate the importance of our most recent consolidation of departments in this project, as well as the management staff involved. The project was made possible only due to the close cooperation and coordination between the project management staff, street division maintenance crews, and the parks maintenance crews. This is truly a collaborative effort which will result in cash savings of approximately $300,000.00. By using our in-house labor and management and contracting where necessary, will allow this project to move forward where it was not otherwise financially viable.

Mr. Geisel provided pictures to the Committee depicting the condition of the dugouts before demolition and the work in progress. The four dugouts should be completed prior to the CVAC opening for spring ball.

Mr. Geisel stated that additional fundingwould be soughtlater to finish the remaining dugouts if we elected to finish them in the same manner.

Councilmember Flachsbart motioned to forward to City Council, to re-appropriate, via a budgetary adjustment, the $32,000.00 which went unencumbered from the 2011 fiscal year budget and will otherwise simply revert back to the Parks Fund – Fund Reserves, be captured and rolled forward to the 2012 budget. The motion was seconded by Councilmember Casey and passed by a voice vote of 4-0.

Agenda Item #7: CVAC – Field Lighting Proposal

Mr. Tom McCarthy stated that the Parks and Recreation Department has been in contact with the Chesterfield Football Association (CFA) and the Ascension Athletic Association (AAA) with regards to a request for improvements at the Chesterfield Valley Athletic Complex (CVAC). The football fields at the west end of the CVAC are the home fields for the CFA. As has been consistently done with construction of our facilities, although athletic field lighting was not included with the initial construction, the City did design and install the underground infrastructure necessary for the future improvements at the time the fields were initially graded. Specifically, we put in all of the underground electrical conduits, wiring and pole bases to facilitate the future placement of athletic field lighting on fields A1, A2 and B5. In each case, all of the underground infrastructure such as sewer lines, conduits, irrigation lines and

communication lines were placed with the original construction so as to avoid damaging the fields each time infrastructure was added. Both CFA and AAA are interested in assisting in funding the installation of the actual light poles and fixtures on two of the football fields and one of the soccer fields at the western end of the CVAC.

Mr. McCarthy stated the proposal is such:

1. CFA and AAA desire to complete the originally designed lighting on A1, A2 and B5. Underground wiring and pole bases are already in place.
2. CFA and AAA understand and accept that such lighting becomes the property of the CVAC and City of Chesterfield.
3. CFA and AAA understand and accept that the City charges a rental premium for use of lighted fields to offset the utility costs associated therewith.
4. CFA and AAA understands and accept that any construction that occurs at the CVAC is under the responsibility and control of the City of Chesterfield and must be contracted for in a manner consistent with City Policies and Statutory Requirements.
5. The proposed lighting of fields A1, A2 and B5 must be completed prior to the start of the 2012 season.

Mr. McCarthy stated that the estimated cost to complete the pole and fixture installation is $280,000.00. The CFA is willing to contribute $100,000.00 towards this expense over a five-year period and AAA is willing to contribute $60,000.00 towards the expense over a five-year period. The difference in contribution is based on the field usage. It is assumed that the total amount of the project would initially be funded from the Parks Fund – Fund Reserves and the CFA would commit to an annual premium of $20,000 in addition to the annual field rental charges and AAA would commit to an annual premium of $12,000.00 in addition to their annual field rental charges for a fixed term of five years.

Mr. Geisel stated that City Attorney Rob Heggie has developed an agreement with CFA for lighting of two football fields, A1 and A2, and provides for the City's initial contract installation of the field lighting and switchgear with the CFA partially reimbursing the City's Park Fund $20,000.00 annually for five years for a total of $100,000.00. Originally a scoreboard was discussed but has been determined to be too expensive. Mr. Heggie would now develop a reimbursement agreement with AAA for field B5.

Mr. Geisel stated that he is requesting the Committee approve and authorize City of Chesterfield Administrator Mike Herring to execute individual agreements with the CFA and AAA for the installation of field lighting and annual financial recoupment. Once executed, Staff will prepare design and bid documents for these projects. Once bids are received and reviewed, Staff will forward a recommendation for consideration by City Council, along with a request for a fund transfer from the Parks Fund – Fund Reserves for the contracted sum. The actual fund transfer will be requested along with the contract approval, but at this time we estimate the Parks Fund – Fund Reserves transfer to be approximately $280,000.00.

Councilmember Flachsbart motioned that the Committee recommend to the full City Council, approval of the lighting agreements and to authorize City Administrator, Mike Herring to execute individual agreements with the CFA and AAA for the installation of field lighting and annual financial recoupment, along with City Council's assurance to fund the lighting project with funds from the Parks Fund – Fund Reserves when a contract proposal is forwarded for Council approval.. The motion was seconded by Councilmember Casey and passed by a voice vote of 4-0.

Councilmember Fults stated that the contract with AAA provided for priority scheduling during the first 20 years after they conveyed the property to the City. We are more than halfway through the contract period now. AAA's program has been extremely successful, poplular, run with volunteers and is open to all residents of Chesterfield. For the City to run this program would be a major expense. AAA runs it with volunteers and they are now committing to donor funding of field lighting. The original goal of our contract with AAA was to make the facility available for all Chesterfield kids. Councilmember Fults stated that she would like to extend their first priority right to schedule the fields as a good faith effort.

Mr. Geisel stated that the City is in the process of re-drafting the contract with AAA and CBSA and could potentially change the language accordingly if the Committee decided to direct Staff to extend the CBSA and the AAA's first rights to schedule the fields through the year 2025.

Councilmember Flachsbart stated that since AAA is contributing to the lights that the contract should be extended.

Mr. McCarthy stated that the contract expires in 2024 and one year could be added to the contract to extend it through 2025. Mr. McCarthy stated that he

understands that Ascension has been an exceptional partner and is very easy to work with. The partnership that the City has with AAA is very rare and valuable to both parties today.

Mr. Geisel stated that the partnership is valuable to the City in that AAA and CBSA are our largest facility users and there are no direct costs with priority scheduling. It is simply a good business practice to allow your largest users to develop their schedules first. If AAA does not reserve the fields, the City moves on to the next customer.

Councilmember Fults stated that when lights are put in, AAA will be paying a premium price ($17.00/hr.) for addition utility costs and they are fine with that. Councilmember Fults thinks the extension has worried AAA. They are concerned that they will contribute to the lights for five years and then the City would not renew their contract.

Councilmember Flachsbart motioned to direct Staff to include the priority scheduling extension with Ascension Athletic Association (AAA) for first scheduling rights to the fields through the year 2025, in conjunction with the current re-drafting of the facility contract. The motion was seconded by Councilmember Casey and passed by a voice vote of 4-0.

Councilmember Flachsbart stated that this is a great win-win situation.

Agenda Item #8: Marketing Activities

Mr. Geisel stated that Mr. Herring is very involved and aware of the countless marketing activities that the City has implemented through the marketing team which was created a little over a year ago. Mr. Geisel stated that Staff put together a brief listing of marketing materials, activities, events and materials that has been incorporated into the marketing and branding for the Parks Division. This includes: banners on the Parkway, speaker covers at the amphitheater, unpaid advertising, social media, Parks logo, and listings in the Town Planner calendar. We are moving from awareness development mode into the commercial use mode, including but not limited to; naming rights, sponsoring concerts and events, partnerships — commercial endeavors to promote runs, cycle races, etc.

Mr. Geisel stated that Staff set up a table to give the Committee an idea on things the Parks Division has done – brochures, print material. The Parks Division has been very effective in marketing.

Ms. Johnson stated that the Parks Division is involved with Sports Turf Management. Brian Winka, Maintenance Supervisor, is president of the association. Mr. Winka paints logos on fields and one of the CVAC fields is highlighted for the month of July in the 2012 Pioneer Paint's Best Fields calendar. There is an article in the March issue of the Missouri Parks and Recreation Association (MPRA) featuring the Parks Division's CAPRA accreditation. The Parks Division will also be participating in two business expos (Chesterfield Chamber of Commerce and St. Louis Business Expo) with a booth.

Mr. Geisel suggested the Committee 'like' us on Facebook and Twitter.

Councilmember Flachsbart introduced Michelle Keesal, Chair of the Parks and Recreation Citizens Advisory Committee. Ms. Keesal stated it is a very exciting time to be on this Committee. The Committee is planning a Tour de Parks for Saturday, May 12. The Tour de Parks will let residents visit all of the City parks to see what they have to offer because they are so different. The Committee will have a scavenger hunt at the different parks and they have been very busy with the details, getting sponsorships and solicit gift baskets for prizes.

Ms. Keesal stated that the Committee members have really jelled and are very excited with all that is and has been happening in the Parks Division. Ms. Keesal stated that she gives credit to the City Council and Staff for everything they have made happen in the last year with the dog park, amphitheater and the Master Plan of Eberwein Park. Ms. Keesal stated that it has been a pleasure to serve on the Parks and Recreation Citizens Advisory Committee.

Councilmember Flachsbart also stated that it has been a pleasure for him to be the Council representative on this Committee.

Agenda Item #9: Spring and Summer Updates

Kari Johnson passed out a handout from the Spring Brochure. She stated that the back of the Spring Brochure tears off and can be placed on the refrigerator with spring and summer dates and a map of the City trails.

Ms. Johnson stated that many new programs have been added this year. Two more concerts have been added to the concert series, Earth Day will be at the amphitheater, there will be a dog obedience class at the Eberwein Dog Park, the Tour de Parks on May 12 along with a Civic Orchestra concert in the evening, Safety Day on June 2, and a Talent Bash/Schlafly BBQ Pork Steak Contest. Lacrosse will also be added at the Chesterfield Valley Athletic Complex with camps, leagues and tournaments.

Mr. Geisel stated that the Fourth of July celebration will be significantly expanded this year. There will not be a band but a different type of music and food of St. Louis (i.e. toasted ravioli, pork steaks) will be showcased.

Councilmember Fults noticed that the Parks Division will be having the Dive Clinics again. She stated that she hopes this will help bring the dive team back to the City.

Agenda Item #10 – Executive Session –

A motion was made by Councilmember Casey seconded by Councilmember Flachsbart, to go into Executive Session (closed meeting, as provided by RSMO 6120.021 (2), for the purpose of discussing real estate transactions, involving City property. A roll call vote was taken with the following results: AYES: Flachsbart, Casey, Nation, Grissom; NAYS: none. Chairperson Grissom declared the motion as passed and called the Executive Session (closed meeting) to order, at 6:35 p.m.

Agenda Item #11: Adjournment

The Committee adjourned their meeting at 6:48 p.m.