Chesterfield
Parks & Recreation

Memorandum
Department of Planning, Public Works & Parks

DATE: April 27, 2012

TO: Michael G. Herring, City Administrator

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

SUBJECT: Meeting Minutes – 4/26/2012 Parks and Recreation Committee

A meeting of the Parks and Recreation Committee took place on Thursday, April 26, 2012. Those in attendance included Chairperson Bob Nation, Ward 4, Councilmember Barry Flachsbart, Ward 1, Councilmember Derek Grier, Ward 2 and Councilmember Randy Logan, Ward 3. Also in attendance were Mayor Bruce Geiger, City Administrator Mike Herring, Director of Planning, Public Works & Parks Mike Geisel, Director of Parks and Recreation Tom McCarthy and Executive Secretary Kathy Lantz.

Chairperson Nation called the meeting to order at 5:31 p.m.

Agenda Item #1: Approval of Minutes –
Councilmember Flachsbart motioned to approve the February 16, 2012 Minutes of the Parks and Recreation Committee Meeting. The motion was seconded by Councilmember Logan and passed by a voice vote of 4-0.

Agenda Item #2: Committee Assignments –

Councilmember Flachsbart stated that he would like to continue as liaison to the Parks and Recreation Citizens Advisory Committee (PRCAC).

Councilmember Logan motioned to assign Councilmember Flachsbart as liaison to the Parks and Recreation Citizens Advisory Committee. The motion was seconded by Councilmember Grier and passed by a voice vote of 4-0.

Discussion followed concerning assignments to the Beautification Committee and Chesterfield Citizens for the Environment Committee and Vice Chair of the Parks and Recreation Committee. Councilmember Logan stated that he would prefer to be a liaison to a committee with day meetings since he will be having many evening meetings this year.

Councilmember Logan motioned to assign Councilmember Flachsbart as Vice Chair of the Parks and Recreation Committee. The motion was seconded by Councilmember Grier and passed by a voice vote of 4-0.

The following Committee recommendations were made:

Liaisons:
Beautification Committee–Councilmember Logan, Ward 3
Chesterfield Citizens for the Environment Committee–Councilmember Grier, Ward 2

Councilmember Logan motioned to assign Councilmember Flachsbart as Vice Chair of the Parks and Recreation Committee, Councilmember Logan to the Beautification Committee, Councilmember Grier to the Chesterfield Citizens for the Environment Committee and Councilmember Flachsbart to the Parks and Recreation Citizens Advisory Committee. The motion was seconded by Councilmember Flachsbart and passed by a voice vote of 4-0.

Mr. Herring stated that staff will notify the citizen committees who their liaison is so they will receive meeting notices.

Chair Nation stated that he would be available to fill in for anyone who is not able to attend a meeting for their Committee.

Agenda Item #3: Forks & Corks Recommendation For Approval To Move Forward

Mr. Tom McCarthy stated that Forks & Corks would be a one-day event held on Saturday, September 1, 2012. Entertainment St. Louis has agreed to work with staff on this event which would be a Taste of Chesterfield. Chesterfield restaurants would buy booth space from the City and an assortment of wine, craft beer merchants and vendors would set up tasting booths throughout the amphitheater. On-stage entertainment would be provided at the amphitheater between 11:00 am-10:00pm with potential cooking demonstrations by some of the local chefs in between music performances. Staff believes this could be a destination event to showcase all that is available in Chesterfield since there is no longer the St. Louis County Air Show on Labor Day week-end.

Mr. Herring stated that the proposal would be 'money-in and money-out.' Money charged for this event would generate money to pay for the event.

Mr. McCarthy stated that the goal is to have about twenty (20) restaurants, wineries and micro-breweries. Tickets will be sold for the event.

Mayor Geiger stated that he and Libbey Malberg-Tucker, Assistant City Administrator for Community Services & Economic Development, will be meeting with representatives of Edgewild Restaurant & Winery (550 Chesterfield Center) and Edgewild wants to do something similar to the Forks & Corks event this fall.

Mr. McCarthy stated that he has met with the Executive Chef at Edgewild to see if they were interested in partnering with the City but they stated that they were planning on having their own event on their parking lot with boutique wineries and very specialized food groups (i.e. ice cream purveyor from Illinois, sausage maker from Arkansas, etc.). Mr. McCarthy stated that the Edgewild event would be more up-scale than the City's event which would be more family-oriented.

Mr. Geisel stated that the City would be happy to have Edgewild as a participant at Forks & Corks but insofar as we anticipate several restaurant exhibitors, it would not be appropriate to consider them as a partner. Mr. Geisel emphasized that the two (2) events would be on separate days and would not compete against each other.

Councilmember Logan asked if the money would come from the Parks Fund Fund reserves.

Mr. Geisel stated that the money would not come from the Parks Fund, Fund Reserves. The revenue side of the ledger would be increased by $30,000.00 and the expense side by $30,000.00 as well.

Councilmember Logan stated that there is always a possibility that the revenues will not meet the expenses. In that event, any shortfall would decrease the Parks Fund, Fund Reserves.

Mr. Geisel agreed that if there was a difference in monies it would come out of Parks Fund.

Councilmember Grier motioned to initiate plans for the inaugural Forks & Corks-Taste of Chesterfield event, to be held over the Labor Day week-end on Saturday, September 1, 2012, and to fund same with a $30,000.00 budget amendment in both the 2012 Parks Fund expense and revenue budgets. The motion was seconded by Councilmember Flachsbart. The motion passed by a voice vote of 4-0 and will be forwarded to City Council for their review.

Agenda Item #4: Recommendation To Use And Purchase Parks Equipment Through The National Parks And Grounds Equipment Contract.

Mr. McCarthy stated that the City of Chesterfield's purchasing manual encourages the use of cooperative procurement programs in order to obtain competitive pricing, take advantage of large quantity pricing structures, minimize wasted time and effort in the preparation of redundant bid documents and to take full advantage of the efforts of other governmental agency's efforts in the purchase of like materials. However, according to the City's procurement policies, the City Council must first approve participation in the specific cooperative program by Resolution. An excerpt of the City's procurement policy states:

Department Heads or City Clerk are encouraged to use cooperative purchasing programs sponsored by the State of Missouri or other jurisdictions. Cooperative purchasing can prove advantageous to the City both by relieving Department Heads or City Clerk of the paperwork necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping and require no further documentation. Department Heads or City Clerk are encouraged to check with the State and other jurisdictions regarding cooperative procurement contracts in effect prior to making any large purchases. Insofar as the City Council has adopted an ordinance or resolution authorizing the City to participate in a cooperative purchasing agreement with another jurisdiction, the City Administrator

has the authority to approve such purchases without seeking separate, formal City Council approval on each item.

Mr. McCarthy stated that, as a qualified governmental agency, the City has access to the National Intergovernmental Purchasing Alliance – Parks and Ground Maintenance Equipment Contract. Select large public agencies have agreed to serve as principal procurement agencies, utilizing their staff time and resources in obtaining competitive bids available to qualified agencies nationwide. The City of Chesterfield purchases multiple items and equipment that are available through the National Purchasing Alliance.

Mr. Geisel stated that, in conjunction with our 2012 scheduled and budgeted equipment replacement, we are currently seeking competitive pricing on a 5 reel mower, field groomer and top dresser. The National IPA contract pricing offers a 21.8% discount thus saving the City thousands of dollars.

Mr. Geisel stated that the National IPA organization indicates that the City of Chesterfield is a participating agency. However, staff is unable to find any documentation which validates our participation. In order to assure that we are in full compliance with our procurement policies and City codes, City Council has the sole discretion to authorize the City's participation in this cooperative purchasing organization. The national IPA organization will be added to the City's list of approved cooperatives.

Mr. Geisel stated that if City Council approves the Resolution, then Mr. Herring has the authority to approve individual budgeted expenditures.

Mr. Herring stated that Mr. McCarthy brought the National Intergovernmental Purchasing Alliance – Parks and Ground Maintenance Equipment Contract to the attention of the City and that the City is always looking for ways to save money.

Councilmember Flachsbart motioned to forward to City Council the recommendation of passage of a Resolution which authorizes participation in the National Intergovernmental Alliance (IPA). The motion was seconded by Councilmember Logan and passed by a voice vote of 4-0.

Agenda Item #5: Pool Maintenance Recommendation For Approval To Move Forward

Mr. McCarthy stated that staff sought proposals for the maintenance services at the Chesterfield Family Aquatic Center. The proposal is for the years 2012 through

2014 with an option to renew for 2015 and 2016. In the past, the City executed one contract with one firm for both the Management and Maintenance Operations for the pool. In the past three years, the City separated those responsibilities and contracts were awarded to two different firms. This approach has improved the operations and accountability at the Chesterfield Family Aquatic Center. The services consist of two components: The first is a fixed annual fee for the physical maintenance, start-up, operation and closing of the water amenities. The second component is an hourly fee quoted for unscheduled repairs that arise throughout the year.

Mr. McCarthy stated that the City received bids from Capri Pools & Aquatics and Westport Pools. The bid from Capri Pools & Aquatics is slightly higher for the first component but is offset by charges for services under the second component in labor and materials. The City has contracted with Capri Pool & Aquatics for this work for the last three years and they have performed satisfactorily.

Mr. Geisel stated that previously when one company provided both management and maintenance, services suffered.

Mr. McCarthy stated that the Midwest Pool Management manages the Chesterfield Family Aquatic Center and provides lifeguards and Capri Pools & Aquatics provides the maintenance.

Chair Nation expressed concern at the labor rates.

Mr. McCarthy stated that the anticipated labor consumption generally exceeds 50 hours.

Mr. Geisel stated that there is a break even point between the proposals at 50 labor hours and the City has never been under 50 hours of labor.

Mr. McCarthy stated that Westport Pools and Midwest Pool Management are subsidiaries of each other.

Councilmember Flachsbart motioned to forward to City Council with the recommendation for approval of the lowest and best cost proposal as submitted by Capri Pools & Aquatics for the 2012-2014 three-year season. The annual not-to-exceed fees are 2012 - $36,163.00; 2013 - $36,574.00; and 2014 - $37,937.00, respectively. The motion was seconded by Councilmember Grier and passed by a voice vote of 4-0.

Mr. McCarthy stated that the Chesterfield Family Aquatic Center will be ready to open on Memorial Day week-end.

Agenda Item #6: Turkey Trot Recommendation For Approval To Move Forward

Mr. Geisel stated that the Parks and Recreation Division has organized and offered the Thanksgiving Turkey Trot event for 12 years. The Turkey Trot has become an annual Chesterfield ritual and tradition for many families. The success of the Turkey Trot event requires a significant level of coordination and cooperation between our partners. Historically there have been multiple sponsors, volunteers, as well as several contractual partners working together to make this event memorable. In recent years, staff has contracted with Fleet Feet Sports to assist with staffing, marketing, registration, timing and planning of the Turkey Trot. Fees associated with these services are dependent on the number of participants but are typically less than $10,000.00. In 2011, staff shifted packet and registration pick-up off-site to the Fleet Feet facility in the Valley. In years past, packet pick-up was in Council Chambers the week of the race and it was overwhelming for staff and the facility. The 2011 packet pick-up at the Fleet Feet store was seamless and successful.

Mr. Geisel stated that Fleet Feet receives a fee based on the Turkey Trot participation. Fleet Feet receives $2.25 per registration fee for timing the race, providing race bibs with an RFID timing chip, safety pins for the bibs, texting of results to participants, printing of award assignments, emailing personalized results and hosting race results on their website. Fleet Feet also does the same thing for our Fun Run which is for children under 10 years of age.

Mr. Geisel stated that the recommendation is to continue this agreement with Fleet Feet. Mr. Geisel stated that staff is publicly acknowledging what Fleet Feet does and asking for approval to continue use of Fleet Feet's services.

Councilmember Flachsbart stated that it is appropriate to outsource this type of activity which is time-intensive for staff and staff has shown good judgment in making Council aware of this relationship.

Councilmember Logan stated that Fleet Feet did a fantastic job with the organization of packet pick-up and timing the race this year.

Mr. Geisel stated that there are over 3,500 participants in the Turkey Trot now and that it is a revenue-positive event for the City.

Councilmember Flachsbart motioned to recommend to City Council that the Parks and Recreation Committee affirm the City's ongoing contractual relationship with the Chesterfield Fleet Feet sports store to assist staff in planning, organizing, timing and registration for the 2012 Turkey Trot event. The motion was seconded by Councilmember Logan and passed by a voice vote of 4-0.

7. Other

Mr. Herring stated that there are some restrictions in place that prevent and/or limit the City's choices pertaining to certain areas of Eberwein Park and asked Mr. Geisel to explain them.

Mr. Geisel stated that the pond, which is in the middle of Eberwein Park, is a jurisdictional wetland, regulated by the Corps of Engineers. Mr. Geisel stated that staff has thinned out a lot of the vegetation to provide for more sun exposure. Staff has plans for improvements which include dredging the pond and adding some mechanical re-circulation. All of this requires Corps of Engineers approval by way of written letter and is an extensive process. One cannot do anything within the boundaries of the jurisdictional wetland without the Corps of Engineers approval and that includes why the trail (downstream and parallel to Dierbergs) does not cut across because the area cannot be disturbed. A future Eagle Scout project will be to build a boardwalk across that area but a boardwalk cannot be built without the Corps of Engineers approval. Approval will be sought in the future.

Mr. Geisel stated that the area with taller grass at the entrance of Eberwein Park has a rain garden in the middle but the area inscribed by the circular parking lot is a protected habitat mandated by MSD as part of the water quality improvements. It is a natural grassland that cannot be mowed. Staff will be adding some prairie flowers to add color. It has water absorptive plantings with a deep rooting system that minimizes the amount of water that gets to the rain garden and then goes into the lake. Mr. Geisel stated that signs informing people why the area cannot be mowed will be added to the area.

Mr. Geisel stated that, extremely heavy rains which occurred a couple of weeks ago, added to the erosion and left ruts on the side of the path to the dog park. The rains also filled the rain garden with crushed rock from the walkway. Staff is repairing the rain garden and would like to pave areas to guard against the erosion but it is more expensive and would have to have approval from MSD. If paved, the rain garden and storm water facilities may have to be enlarged. Staff is continuing to repair the trails. Mr. Geisel reminded the committee that the trails were initially

funded on the basis of creating an impervious nature trail. It is the same material used in constructing the Riparian Trail and the Corps of Engineers said that absolutely under no conditions could that trail be paved.

Councilmember Flachsbart asked about building a less impervious surface subject to lessen erosion damage.

Mr. Geisel stated that there were various options, each surface has a different cost.

Councilmember Flachsbart indicated that City Council would be willing to consider additional funding for an improved, pervious surface material.

Councilmember Logan suggested waiting a couple of years to see how the area behaves. He stated that after walking the area, he thought there was enough clay for the area to hold up to rain and maintain stormwater run-off. He asked if building it up and crowning would make it better.

Mr. Geisel stated that most of the trail did hold up after the rains. It was mainly in one concentrated area.

Councilmember Flachsbart stated that perhaps only this concentrated area would need a different kind of impervious surface to hold up after heavy rains.

Mr. Geisel stated that Parks and Engineering staff will be meeting internally to review the problem.

The meeting Committee adjourned their meeting at 6:02 pm.