



Memorandum

Department of Public Services

TO: Michael G. Herring, City Administrator

FROM: Michael Geisel, Director of Public Services

DATE: December 14, 2015

RE: Meeting Minutes – 12/10/2015 Parks, Recreation and Arts Committee

A meeting of the Parks, Recreation and Arts Committee took place on Thursday, December 10, 2015. Those in attendance included Chairperson Mike Casey, Ward 3; Councilmember Barry Flachsbart, Ward 1; Councilmember Bridget Nations, Ward 2; and Councilmember Bruce DeGroot, Ward 4. Also in attendance were Director of Public Services Mike Geisel, Director of Parks, Recreation and Arts Tom McCarthy, and Recording Secretary Mary Ann Madden.

Chairperson Casey called the meeting to order at 6:30 p.m.

Agenda Item #1: Approval of Minutes

Councilmember Flachsbart motioned to approve the May 26, 2015 Minutes of the Parks, Recreation and Arts Committee Meeting. The motion was seconded by Councilmember DeGroot and passed by a voice vote of 4 to 0.

Agenda Item #2: Community Garden Partnership

Director of Parks, Recreation and Arts Tom McCarthy stated that the Community Garden at Eberwein Park has been successfully operating since its initial opening three years ago. The Community Garden currently has 53 plots and a waiting list of 48 resident gardeners.

Because it is not possible to add additional garden plots at the Eberwein site to address the needs of those residents on the waiting list, other opportunities have been explored. Consequently, Sachs Properties has offered to allow use of a currently undeveloped parcel of land along Chesterfield Parkway West, immediately west of Bishop's Post, for a Community Garden with the understanding that use of the Sachs property would be subject

to termination at Sachs' request in the event development opportunities or alternative uses develop.

The estimated cost to construct a second community garden at the specified location is \$30,000. The City's goal is to build the garden with 32-40 plots of multiple sizes over the winter months with a planned opening in the spring of 2016.

Given the popularity, visibility, and community response, Staff recommends that City Council authorize the construction of the second community garden, to be funded by a \$30,000 fund transfer from the Parks Fund - Fund Reserves, above the 40% policy requirement. The Parks Fund - fund balance projection as of December 31, 2015 is \$2,384,370, or \$377,735 above the 40% fund reserve policy.

Councilmember Flachsbart motioned that the Committee recommend to the full City Council that Staff be authorized and directed to construct a second community garden, with the consent of Sachs Properties, to be funded by a transfer from the Parks Fund - Fund Reserve in the amount of \$30,000. The motion was seconded by Councilmember Nations.

Discussion

Councilmember DeGroot questioned whether maintenance of the garden would require any additional staff. Mr. McCarthy replied that the Parks Maintenance staff would install and maintain the garden but there is no need for any additional staff for this project. At the beginning of the year, Parks staff will plow up the gardens and amend the soil. After that, the gardeners maintain their own areas of the site.

It was also noted that the garden site would be surrounded by a split-rail fence with mesh netting in an effort to keep wildlife out of the gardens. The fence will be equipped with a coded gate lock similar to what is used at the dog park to keep non-garden members out. The garden will also include a water tap and hose bib for watering purposes.

The motion to approve passed by a voice vote of 3 to 1 with Commissioner DeGroot voting "no".

Agenda Item #3: Chesterfield Challenge

Mr. McCarthy stated that the Parks, Recreation and Arts Citizens Advisory Committee (PRACAC) received a proposal from Louise Nation to establish a new program entitled, *The Chesterfield Challenge*. The objective of the program is to improve the health of individual citizens by offering City-sponsored opportunities, incentives and activities, which would be oriented towards nutrition, exercise and general well-being. He also noted

that the Parks Department already provides similar activities in-house – such as a walking program, the Senior Sizzlers programs, River Walks at the pool, and pickle ball.

While Staff supports the program concept, it also recognizes that such a program cannot be implemented without additional financial resources and the hiring of a part-time Recreation Specialist, which may not be realistic at this time.

Councilmember Flachsbart recommended expanding the responsibilities of PRACAC to include fitness activities as part of their charter and allow them to review the proposal to determine if some of its goals can be implemented without the use of staff. He added that two Committee members have already expressed interest in taking on this responsibility. Councilmembers DeGroot and Nations indicated their agreement with this recommendation.

Councilmember Flachsbart then motioned that PRACAC be asked to include fitness within their activities and to recommend alternative programs that would align with some of the goals suggested in *The Chesterfield Challenge* proposal. The motion was seconded by Councilmember DeGroot and passed by a voice vote of 4 to 0.

Agenda Item #4: Shoeman Water Project

Mr. Tom McCarthy stated that Yolanda DePrater, Executive Director of the Shoeman Water Project has submitted a proposal requesting that the City participate in a shoe collection program that would generate funds to provide clean water to communities in developing countries.

The Parks, Recreation and Arts Division would promote shoe drop-off areas at the Athletic Complex, pool, City Hall, and the Amphitheater to collect new and gently-used shoes. The shoes would then be sold into a secondary market with the money raised going towards building wells for clean water in undeveloped countries.

The Shoeman Water Project would provide all the collections bins and pick-up services when the bins get full. There is no cost to the City to participate in this program. The proposed agreement with the Shoeman Group would be for one year with the ability to cancel at any time. This program is endorsed by the Parks, Recreation and Arts Citizens Advisory Committee.

Councilmember Nations motioned to forward the Shoeman Water Project proposal to City Council with a recommendation to approve. The motion was seconded by Councilmember Flachsbart.

Discussion

Chairperson Casey asked that a representative of the Shoeman Water Project make a presentation at the next City Council meeting.

Councilmember DeGroot questioned how any odors from the donated shoes would be handled – especially at the City Hall location. Mr. Geisel explained that a donation box would be provided and installed in the vestibule at City Hall for the shoe collection, which should address any concerns about unsightliness and odors.

The motion to approve passed by a voice vote of 4 to 0.

Agenda Item #5: F5 and F6 Safety Improvements

Mr. McCarthy stated that Staff has recognized the need to relocate and improve the F5 field, and to add a new F6 athletic field at the Chesterfield Valley Athletic Complex (CVAC). These improvements were never part of the contracted improvements to the CVAC, but F5 was added due to the demand for a smaller, youth development field. The F5 field was initially conceived and constructed by City Staff as temporary facilities, but the demand has been continuous, and the level of use has led to several safety concerns, generally due to the age of the participants using this field, and the proximity to the access road serving the Kurtz topsoil facility. Currently, the F5 field has been closed as the risk for the youth is too high with no barrier between Kurtz Road and the F5 field.

These field safety and capacity issues can be addressed in-house by utilizing both the street and parks maintenance personnel at a cost of approximately \$75,000. Because the Chesterfield Baseball & Softball Association (CBSA) recognizes the need and importance of these improvements, they will reimburse the City \$30,000 towards these improvements if completed by the spring practice season.

Staff's goal is to work on the enhancements over the upcoming months for completion prior to the 2016 spring baseball/softball season.

Councilmember Flachsbart motioned that the Committee recommend to the full City Council the transfer of \$75,000 from the Parks Fund – Fund Reserves, amounts over the 40% policy threshold, to provide for the construction funds for field improvements to F5 and the creation of F6, which will be offset by CBSA's cash contribution of \$30,000 at completion in the spring of 2016. The motion was seconded by Councilmember Nations and passed by a voice vote of 4 to 0.

Agenda Item #6: Dura-Edge Improvements, Budget Amendment

Director of Public Services Mike Geisel stated that in conjunction with the Chesterfield Baseball and Softball (CBSA) Association, Parks Division Maintenance staff recently completed an in-house project to add Dura-Edge material to the infield soils on specific athletic fields to improve the interface where the dirt infields meet with the outfield grass. This location is difficult to maintain consistently and can lead to errant bounces, possibly leading to player injuries.

This work was done in conjunction with the CBSA and with CBSA agreeing to fully fund the materials used to amend the infield soils at the cost of \$18,000, while the actual soil modifications were completed by Parks Division Maintenance staff. Since the work has been completed, CBSA has reimbursed the City in the amount of \$18,000.

Inasmuch as this represents an unbudgeted expense and revenue, a budget amendment is necessary in both the revenue and expense ledgers of the Parks Fund.

Councilmember Flachsbart motioned that the Committee recommend to the full City Council to amend both the Parks Division Revenue (*Miscellaneous Revenue 119-000-4950*) and Expense (*119-084-5313 Departmental Supplies*) budgets in the amount of \$18,000. The motion was seconded by Councilmember Nations and passed by a voice vote of 4 to 0.

The meeting adjourned at 6:58 p.m.