



DATE: June 19, 2008

TO: Michael G. Herring, City Administrator

FROM: Darren Dunkle, Director of Parks and Recreation

SUBJECT: Meeting Minutes – 6/18/08 Parks and Recreation Committee

---

A meeting of the Parks and Recreation Committee took place on Wednesday, 6/18/08. Those in attendance included Chairperson Barry Flachsbart, Ward 1, Councilmember Lee Erickson, Ward 2, Councilmember Mike Casey, Ward 3 and Councilmember Connie Fults, Ward 4. Also in attendance were Councilmember Bob Nation, Ward 4, Councilmember Bruce Geiger Ward 2, Mayor Nations, City Administrator, Mike Herring, Assistant City Administrator for Economic Development and Community Service, Libbey Malberg, Director of Parks and Recreation Darren Dunkle, Leon Zickrick and Wendy Geckler of the Beautification Committee, Darcy Capstick and Jeanne Clauson of the Chesterfield Citizens for the Environment, and a resident.

The meeting was called to order at 5:30 p.m.

**A motion was made by Councilmember Casey and seconded by Councilmember Fults to suspend the rules and address Agenda items “5”, “6” and “3” first, in that order. The motion passed 4-0.**

**Agenda Item #5: Central Park Updated Master Plan** - Mr. Dunkle stated that Council previously approved a change order with our consultant (HDR Engineering) for updating the “Central Park Master Plan”. As such, the consultants and Staff had worked to make sure that the master plan stayed consistent with the original goal of limiting the impact on the natural landscape; limiting the amount of site grading; making best use of space; and crating continuity between neighboring properties and the park. Accordingly, Staff recommended that the Committee review and approve the updated Master Plan for Central Park as submitted.

Discussion followed regarding the size of the proposed amphitheatre. Mr. Dunkle was asked why the proposed amphitheater was designed to hold approximately 2,000 people. Mr. Dunkle stated that the size was determined first and foremost, by the lay of the land and the fact that the amphitheatre would be located between Central Park Road and the lake. Mr. Dunkle also noted that the average attendance of the summer concert series, as previously reported, was 1,500 to 2,000 people. It was noted that several recent concerts, especially the one celebrating the City's "birthday", with fireworks, etc., had an estimated crowd of 8,000-9,000.

**A motion was made by Councilmember Casey, seconded by Councilmember Fults, to forward a recommendation to City Council to accept the updated Master Plan. The motion was approved by a vote of 4-0. Councilmember Erickson next made a motion to direct Staff to prepare a detailed cost estimate and design criteria for the proposed amphitheatre and to determine if the size of the proposed amphitheatre could be enlarged and, if so, what the additional cost would be. Mr. Dunkle noted that he might need to work with HDR Engineering, the consultant who developed the "Central Park Master Plan" and the Committee approved that request. That motion was seconded by Councilmember Fults and approved by a vote of 4-0.**

**Agenda Item #6: Proposal – Chesterfield Parkway Medians** – Mr. Herring stated that the Beautification Committee previously brought forward concerns regarding the current condition of the Chesterfield Parkway Medians, located in both the southwest and northwest quadrants of the Parkway. Chairperson Kay Folsom had stated that improving the medians should be a critical component of the City's vision to create a unified, attractive and sustainable landscape to enhance this area, as it is the most visible by citizens and visitors coming into the heart of Chesterfield. Furthermore, the Beautification Committee and Staff recommend that the City should engage the firm of Land Design Services, Inc. to work with the Beautification Committee and Staff in the planning and design of the medians, which will include detailed cost estimates for the various components of the entire plan.

**A motion was made by Councilmember Erickson, seconded by Councilmember Fults, to recommend to City Council that the firm of Land Design Services be selected for this project, at a total cost of \$20,000, with the funds to come from the Parks Sales Tax Fund Reserves. The motion passed 4-0. The Committee stressed the importance of having the consultant work directly with the Beautification Committee and Staff, in the development of this plan.**

In response to questions from Councilmember Geiger, Mr. Herring noted that St. Louis County had confirmed its willingness to allow the City to redevelop these medians. He also pointed out that, once redeveloped, the City would have the obligation to maintain these medians. Finally, Mr. Herring confirmed that St. Louis County was willing to participate in the cost of this project. However, until this consultant completes his work, the cost of the County's participation could not be determined.

**Agenda Item #3: Signature Garden Award** – Councilmember Geiger had requested that the Chesterfield Citizens for the Environment (CCE) present and discuss the details of this program. Darcy Capstick, Chair of the CCE gave a brief presentation stating that the program encourages the use of native plants recommended by the Missouri Department of Conservation and the Missouri Botanical Garden to promote best practices for sustainable gardening. Residents, subdivisions associations or businesses who are utilizing native plantings and sustainable gardening practices in their landscapes are encouraged to apply for inclusion in the program. Those who apply and meet the standards will receive a certificate and special acknowledgement by Mayor John Nations. Additionally, each year a special “Public Place” Honor Award will be given. The City has recently received such an award for the W.F. Dierberg Meditation Park. Ms. Capstick confirmed that, other than the time and commitment by the members of the CCE, there was no direct cost to the City, for this program.

**Agenda Item #1: Approval of Minutes** – Councilmember Casey motioned to accept the February 20, 2008 minutes as submitted. Councilmember Fults seconded the motion. The motion passed 4-0.

**Agenda Item #2: Committee Assignments** – Chairperson Flachsbart stated that the Committee needed to appoint a Vice Chair and liaisons to the Parks and Recreation Citizen Advisory Committee (PRCAC), Beautification Committee, and the Chesterfield Citizens for the Environment (CCE).

**Councilmember Erickson was appointed Vice Chair, as well as the liaison to the Chesterfield Citizens for the Environment. Councilmember Fults was appointed as the liaison to the Parks and Recreation Citizen Advisory Committee, and Councilmember Casey was appointed as the liaison to the Beautification Committee.**

**Agenda Item #4: Parks Sales Tax Fund – Five Year Forecast 2008 through 2012** – Mr. Herring explained that Mr. Dunkle and Lori Helle, Director of Finance and Administration, had developed the proposed “Parks Sales Tax Fund – Five Year Forecast (2008 through 2012)”, at his request. He noted that the idea for developing this “Forecast”, for the Parks Sales Tax Fund, had come from Councilmember Bruce Geiger, when he was Chairperson of the F&A Committee.

Mr. Dunkle summarized the “Forecast” by discussing several “assumptions”, used in its preparation. “Sales Tax Revenues” are projected to increase at a rate of 3% annually; interest reflects a 3% increase annually, based on the previous year’s fund balance; and, “Park Charges for Services” reflect a 2% increase annually. Mr. Dunkle also stated that the “Soda Exclusivity Contract” with Coke expires this year and, although Staff will go out to bid for a new contract, it is uncertain as to what future revenues would be. As such, the “Forecast” does not include the \$40,000 the City has been receiving annually.

Councilmember Flachsbart requested that Staff add a “footnote” to explain the details associated with “Operational Transfers Out”. Discussion followed regarding whether or not Council should develop a policy regarding a “fund reserve” for the Parks Sales Tax Fund

Mr. Herring explained that it would be necessary for the Committee and ultimately Council to approve the “Parks Sales Tax Fund – Five Year Forecast (2008 through 2012), as Staff can not move forward in developing recommendations on funding options and priorities for **Phase Two Capital Improvements** until the forecast has been adopted. Mr. Herring also reminded the Committee that this “Forecast”, like the “5-Year Forecast” for the General Fund, was a “guide”, to be used to provide general indications how future budget years will perform. In this particular instance, the most important component are the estimated “fund reserves” that are projected to be available, in each of the coming years. Those “fund reserves” will provide the ability to fund future capital improvements.

**A motion was made by Councilmember Casey, seconded by Councilmember Fults, to endorse this “5-Year Forecast” and recommend its approval by City City Council. The motion passed 4-0.**

**Agenda Item #7: Environmental “Green” Initiative** – Councilmember Erickson stated that he would like to propose a stepped-up process for dealing with “green house gas emissions” in the City of Chesterfield. In doing so, he would like the City to adopt a philosophy/commitment to proactively reduce such emissions. Councilmember Erickson stated that instead of the CCE bringing items to the Committee here and there, there should be a formal plan developed by the City to be reviewed annually. This plan should be measurable and CCE could/should be an active participant in the plan’s development and help to carry it out.

Councilmember Casey stated that he had received an e-mail from Mr. John Traeger, a resident and Trustee from Ward 3, who is working with a group to develop a “Sustainability Plan” for the St. Louis Region. Mr. Herring suggested that, perhaps, Mr. Traeger’s group should meet with the CCE, to identify common areas of interest and to determine if there were already a “unified” approach to this subject. The Committee members suggested that Councilmember Erickson contact Mr. Traeger, to discuss their mutual interests. It was further recommended that Mr. Dunkle contact Mr. Traeger to determine if he would be interested in speaking to the CCE about his group’s efforts. Mr. Herring noted that Ms. Malberg was, in fact, the Staff liaison to the Citizens Committee for the Environment and that she

would work with Mr. Dunkle to arrange this meeting. Chairperson Flachsbart urged the Committee to move slowly to address the issues/concerns raised by Councilmember Erickson and requested that, if/when this is added to a future meeting of this Committee, that Councilmember Erickson have more of a specific outline (plan) for steps that he would like the City to take. Mr. Dunkle noted that Mr. Herring had directed Staff to identify and implement ways to reduce motor fuel consumption and to develop a plan for other opportunities for energy savings. Chairperson Flachsbart asked Mr. Herring to update the Committee regarding these “in house” efforts, at the next Committee meeting.

**Agenda Item #8: Geese Population Control** – Chairperson Flachsbart recognized Ms. Malberg, who outlined her recommendation to assist in controlling the Canadian geese population.

**A motion was made by Councilmember Casey, seconded by Councilmember Flachsbart, to recommend to City Council that this program be implemented in Chesterfield. The motion passed 3-0-1, with Councilmember Erickson abstaining. Mr. Herring noted that Ms. Malberg will identify the specific costs that the City could face, in implementing this program. He noted that those costs should be minimal, but might involve a budget amendment, prior to implementation of this program.**

**Agenda Item #9: Other** – Discussion took place regarding the establishment of regular meeting dates.

**It was noted that the Planning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. The Committee then decided that it would meet on the Thursday following the 4<sup>th</sup> Monday, of each month. Thus, the July meeting would be held on July 31<sup>st</sup> and the August meeting would be held on August 28<sup>th</sup>. The Committee will re-evaluate this meeting schedule, at the July Committee meeting.**

**Agenda Item #10: Adjournment** - The meeting was adjourned at 6:50 pm.

